

WEST HIGH SCHOOL DUAL ENROLLMENT 2025-2026

Application and Parent Consent

Student Name (print): _____ **Grade in '25-'26:** _____

Student Email (print): _____ **Student Cell #:** _____

To Qualify: 3.0 unweighted GPA and ACT subscores of 19 in Reading and 18 in English

My Scores: Unweighted GPA: _____

ACT Reading _____ ACT English _____ ACT Math _____ (if taking DE Math)

_____ I don't have a qualifying test score but plan to take the ACT in April or June.

My Courses: Please indicate below the courses you intend to take during the 2025-2026 school year: Common courses taken include English 1010, English 1020, Statistics, Psychology, but this is not an exhaustive list of what you are allowed to take.

Fall 2025: _____

Spring 2026: _____

By signing below, the student and parent acknowledge that:

- I must maintain a 2.00 GPA to retain the DE grant.
- It is the student's responsibility to find and register for the DE course.
- It is the student's responsibility to meet deadlines and attend classes as scheduled and to understand that the college has their own attendance policies.
- The grade received in the DE course will be reported on the high school transcript. If a student withdraws from the course they could receive an "F" on the high school transcript.
- The student must purchase any required textbooks.
- The family must be able to provide their own transportation.
- The parent gives permission for the student to arrive late or leave school early during the time at which the DE course takes place.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

WHS DE Application must be returned to your counselor by Friday, March 28, 2025.

DE Meeting #2- April 3, 2025- only for students who submitted the WHS application by March 28

DE Meeting #3- April 28, 2025- only for students who submitted the WHS application on time and attended DE Meeting #2.

Dual Enrollment Student Responsibility Checklist

Turn in the Application and Parent Consent by date set in spring.

★ Apply to the institution

- Pellissippi: [Dual Enrollment](#)
- Tusculum: [Dual Enrollment · TUSCULUM UNIVERSITY](#)
- Lincoln Memorial Univ: [LMU Edge](#)
- East Tennessee State University [Dual Enrollment](#)

◆ Apply for the Dual Enrollment Grant

- <https://www.tn.gov/content/tn/collegepays/tsac-student-portal.html>
- Create an account at the TSAC (Tennessee Student Assistance Corp)
- Then log in with your newly created username and password
- At the top, click on **Apply** and search for the Dual Enrollment Grant from the drop-down menu.

★ Submit immunization form (Pellissippi only) or the Promise to Pay Form (Tusculum only)

★ Submit Transcript and ACT scores

- Let your counselor know when you have submitted the college application and we will take care of sending the transcript and ACT scores. If ACT scores are unavailable, we will send them when they are uploaded to Aspen.

★ Register for Classes

- Once you have been accepted and cleared to register, it is your responsibility to find and register for a course. **Counselors do not have access to your registration portal.**
- Check with your counselor beginning the end of May to find out when your dual enrollment periods are so that you schedule a DE class that fits with your schedule at West.

★ Important Points to remember

- DE classes are one semester only
- Your counselor is not able to register you for a class
- You must make a B in a dual enrollment class in order to keep the DE Grant and continue taking DE courses.
- Your DE course and grade will appear on your high school transcript and be calculated in your GPA!

FAQ for Dual Enrollment at West High School

What is Dual Enrollment at West High School?

- ☒ Dual Enrollment (DE) takes place when a high school student is enrolled in high school and college simultaneously. In other words, the student is approved for getting high school and college credit for the same class.
- ☒ Only **juniors and seniors** can apply to take DE courses. Dual Enrollment provides a means for high school students to accelerate their college education and get a feel for what learning will be like in college.
- ☒ Most WHS DE students take classes through Pellissippi State. With the help of the Dual Enrollment Grant, this process can save students time and money. DE courses taken off campus are normally scheduled during 1st or 4th block and must be pre-approved by your school counselor.
- ☒ Students are responsible for checking the college's website for their DE application requirements which are different for each college/institution. Students will also be responsible for providing their own transportation to the college/institution.

What is the Dual Enrollment Grant?

- ☒ The TN Dual Enrollment Grant program is a grant for the study that is funded from net proceeds of the state lottery and awarded to students who are attending high school and who are also enrolled in another college/institution.
- ☒ For rising **juniors and seniors**, the grant will pay \$500 for up to 5 dual classes.
- ☒ To remain eligible for the grant, students **must maintain at least a "C" average in their DE courses.**

What are the Dual Enrollment Qualifications?

- Only rising juniors and seniors can take Dual Enrollment courses.
- **To qualify for General Education courses such as English 1010 and Psychology, students must have:**
 - 3.0 or higher un-weighted GPA (no exceptions)
 - ACT Reading score - 19 or higher
 - ACT English score - 18 or higher
 - Math courses have varying ACT requirements based on the desired course

Important Information:

- ☒ Dual Enrollment courses **MUST** receive prior approval from the Student Services and administration.
- ☒ Dual Enrollment courses are not listed as Honors or Advanced Placement courses on the high school transcript; however they will receive 1.0 weight in the weighted GPA..
- ☒ All eligibility requirements and pre-approvals for dual enrollment **MUST** be met by May 1 or students will be dropped from taking the dual enrollment course.

What DE courses can WHS students take?

All DE courses taken off the WHS campus must be pre-approved by your school counselor. **Courses for which a student does not have written permission from the Student Services and administration prior to enrolling in the course will not be listed on the WHS transcript.**