



Dual Enrollment Agreement
Elizabethtown College and Bellefonte Area High School

July 30, 2026

This Agreement is entered into by and between Bellefonte Area High School and Elizabethtown College. This agreement sets out the terms and conditions of the dual enrollment program offered by these two institutions.

Elizabethtown College and Bellefonte Area High School do hereby agree to the following:

- **Term:**

The term of this agreement shall begin in July 2026 and shall continue indefinitely, subject to annual review.

- **Student Eligibility:**

- a. Students who meet the following criteria are qualified to participate in the program:
 - i. Students will be high school juniors or seniors at the time of dual enrollment. Exceptional sophomores may be considered for dual enrollment. Sophomores who wish to be considered for dual enrollment need to provide an additional letter of recommendation and have approval from both Bellefonte Area High School counseling staff and the Elizabethtown College dual enrollment representative.
 - ii. The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by Bellefonte Area High School. Bellefonte Area High School will determine satisfactory progress based on credits earned.

The student demonstrates readiness for college-level coursework in the intended subject area of study, as determined by Bellefonte Area High School counselor. Elizabethtown College will determine readiness based on guidance counselor recommendation, high school transcript, and placement exams if necessary.

- iii. Admissions requirements are as follows:

- (1) Admissions Registration Form
 - (2) Guidance Counselor Dual Enrollment Form
 - (3) Official High School Transcript

- b. The student must earn a minimum grade of C or better in every course to continue in this program. The student must maintain a minimum 2.00 cumulative grade point average to remain in good standing academically.

- **Courses Offered:**

The following criteria apply to all courses covered by this Agreement:



- a. The courses are non-remedial.
- b. The courses, as offered to dual enrollment students, are identical to those offered when dual enrollment students are not enrolled, including the use of identical curriculum, assessments, and instructional materials.
- c. The courses enforce prerequisite coursework requirements identical to those enforced for the courses when dual enrollment students are not enrolled.
- d. Academic Affairs ensures the course has a strong history of transfer or the course meets specific program needs of the high school student.

- **Student Credit:**

Students will not be allowed to enroll in more than 24 postsecondary credits through dual enrollment per academic year. Bellefonte Area High School will award credit for and recognize courses that are successfully completed under this Agreement as fulfilling the graduation requirements identified above.

Elizabethtown College will transcribe all course registrations in the same manner as it does for all enrolled students at the College. If a dual enrollment student becomes a regularly enrolled student at Elizabethtown College following graduation from secondary school, Elizabethtown College shall recognize those credits as applying to the student's degree requirements as it would for any regularly enrolled postsecondary student who took the courses.

- **Orientation:**

High school students registered for **on-campus courses** at Elizabethtown College are requested to view three prerecorded orientation videos and are also invited to attend a virtual orientation session prior to the start of classes. Parents are encouraged to attend.

High school students who register for **online courses** through the School of Graduate and Professional Studies (SGPS) will be invited to a virtual orientation and onboarding, with parents encouraged to attend.

- **Additional Administrative Responsibilities:**

The following respective areas will be responsible for the tasks listed below:

- a. **On-Campus Course Registration:** Elizabethtown College will provide Bellefonte Area High School counselors with the necessary instructions and course registration website URL by mid-March, for Fall Registration, and mid-October, for Spring and Summer Registration. High School counselors will encourage students to complete course registrations by Aug. 1 and Jan. 1 respectively. To optimize registration into desired courses, course registration requests should be completed by May 1 for fall semesters and by Nov. 5 for spring and summer semesters.
- b. **Online Course Registration:** Elizabethtown College SGPS offers rolling dual enrollment admission with accelerated 5-week online courses. Fall classes are offered in Aug., Oct., and Nov. Spring classes



are offered in Jan., Feb., and April. Summer classes are offered in May and June. The registration deadline will be two weeks prior to the course start date.

- c. **Student Portal:** Enrolled students will be given electronic etown.edu email addresses and access to JayWeb, the campus web system. The JayWeb portal will allow students online access to grades and grade reports. Access to additional systems will be provided based on the requirements of the courses that the students are enrolled in.
- d. **Academic Performance/Early Warning:** The Academic Performance period for on-campus courses begins the fifth week of each fall and spring semester, and the second week of each five-week online SGPS course. Faculty send electronic alerts through the Starfish system to students who are experiencing academic difficulty, and praise for academic successes, throughout the semester/online sub-term to provide students with opportunities to act earlier than a traditional mid-term timeline. The students' Academic advisor also receives a copy of the alerts and kudos.
- e. **Fiscal Transactions:** Tuition is \$100 per credit (subject to annual increase). Elizabethtown College will bill the students directly. Most College on-campus courses are four (4) credits and most online SGPS courses are (3) credits. Students will be charged \$100/credit for any course taken through dual enrollment (in person or online) and any summer course (online).
- f. **Counseling:** Associate Dean of Students for Student Success, Stephanie Rankin, is the contact for high school students pursuing on-campus dual enrollment. SGPS Academic Advisor, Christina Garten, is the contact for high school students pursuing online dual enrollment through SGPS. These individuals will aid students in locating the necessary resources to be successful in their dual enrollment courses
- g. **Library Privileges:** Elizabethtown College will grant full library privileges to students taking at least four credits.
- h. **Title IX:** Both parties acknowledge their respective obligations under Title IX of the Education Amendments of 1972 (hereinafter Title IX). The University and the District warrant that they will comply with Title IX obligations concerning any participating high school student that files a complaint, or has a complaint filed against them when said complaint falls within their respective education program or activity.



This Dual Enrollment Agreement was signed on:

This agreement may be reviewed and revised at any time at the behest of the Bellefonte Area High School President or Principal or the Elizabethtown College Vice President of Enrollment Management.

Elizabethtown College

Keri Straub, Vice President for Enrollment
Marketing & Communications

Bellefonte Area High School

Mr. Jon Guizar, Board President

Signature

Signature

Bellefonte Area High School

Mr. Kenneth G. Bean, Jr.,
Director of Fiscal Affairs/Board Secretary

Signature



Elizabethtown College
Office of Admissions