

# Dual Enrollment Application Process



## Eligibility Requirements

- Dual Enrollment students must maintain a 2.0 (C) GPA or better at the secondary level.
- Students must reapply for the program for each applicable term.
- Returning applicants must have earned a BRISTOL GPA of 2.5 or better to maintain eligibility.
  - In the event that a student has not meet the 2.5 BRISTOL GPA for enrollment eligibility, the student must submit a letter of intention with their application, that describes the circumstances that led to their earned grade and the measures they will be taking to ensure that they will improve their grade with readmission.
  - Readmission under this circumstance is allowed one time per student. Should the student continue to fall below the 2.5 BRISTOL GPA, the student would not be allowed to continue studies at Bristol.

## Required Documentation

The Dual Enrollment application is updated yearly to reflect the current year's Federal Income Guidelines. Applications will be updated on our system at [www.Bristolcc.edu/DualEnrollment](http://www.Bristolcc.edu/DualEnrollment) and provided to you during the Summer for use in the upcoming academic year.

The application is broken up into three\* sections, the Student Application, the Financial Form, and the School Department Authorization Form.

**The Student Application:** Certifies that the student understands that they are responsible to abide by the student code of conduct at Bristol during their time with us.

**The Financial Form:** Obtains permission from the legal guardian to register their minor into a college course, within a college setting.

**The School Department Authorization Form:** which provides the college with acknowledgment that the students meet the criteria at the secondary level to participate in the program.

**All three portions of the application are required along with the student's most recent transcript.**

**\*For students who are 15 years and younger, the Underage Form is required by law and should be submitted with the student's application.**

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## Multiple Measures & Testing Waivers

Some of BRISTOL's courses require prior testing such as, English, Mathematics, Sociology and History. In order to waive the testing requirement, the student must meet the following criteria.

- For freshman's entering high school, the transcript is waived, but the student is unable to take Accuplacer required courses until they sit for the Accuplacer exam, or have obtained 10<sup>th</sup> grade PSATs.
- Rising Juniors: Submit official PSAT score card. The scores can be downloaded: [psat.org/myscore](https://psat.org/myscore)
- Rising Seniors: Submit current transcript with GPA of 2.7 or higher or qualifying ACT/SAT scores.

All applications should be sent to [DualEnrollment@BristolCC.edu](mailto:DualEnrollment@BristolCC.edu) and nowhere else. The Dual Enrollment inbox is accessed by all members of the College Access Team and will ensure that it is received and processed within a timely manner.

For contract courses, we expect that all applications are received by the school and submitted in bulk to [DualEnrollment@BristolCC.edu](mailto:DualEnrollment@BristolCC.edu). Please do not direct students to send their applications separately from their School Department Authorizations Form and transcript.

**Applications are considered incomplete if not accompanied with all required documentation.**