## COMMONWEALTH DUAL ENROLLMENT AT SALEM STATE UNIVERSITY

Salem State University is a proud participant in the Commonwealth Dual Enrollment Partnership. Salem State will focus our efforts to enroll qualified individuals with particular emphasis on potential first-generation college and low-income students. Eligible Massachusetts high school students can enroll in college courses and simultaneously earn high school and college credit. For more detailed information regarding this program, please visit the Massachusetts Department of Higher Education website.

**Town Eligibility**: Students are eligible if meeting one of the town/location categories below:

Students currently enrolled in a designated Massachusetts secondary school, residing hometown or home school (public or private) in the following towns: Chelsea, Danvers, Everett, Gloucester, Haverhill, Lynn, Malden, Peabody, Revere, Rockport, Salem, Salisbury, Saugus, Wakefield, or Winthrop.

OR

As of Spring 2023, we have expanded eligibility to include all high schools located within Essex County. Each of these additional high schools may enroll up to five students per semester in the Salem State University Dual Enrollment program. Student selection is at the discretion of the high school Guidance Director.

## ACADEMIC ELIGIBILITY

- A minimum high school grade point average (GPA) of 2.5 is required to participate
- Approval from the student's guidance counselor/school official is required
- An overall college GPA of 2.0 or higher (for Salem State) is required to remain eligible for dual enrollment participation in subsequent semester(s)

*Students who do not meet the above requirements may still enroll in Salem State University courses by registering and paying for costs on their own. View a full listing of classes and tuition and fees.*

## PROCEDURES

Each semester interested and qualified students must meet with their guidance counselor/school official to obtain the proper documentation. Completed applications will be reviewed by the student's guidance counselor and if accepted, forwarded, by the counselor, to Salem State for processing to dualenrollment@salemstate.edu. Counselor must also include an up-to-date official high school transcript with the completed Dual Enrollment Application. Notification of a student's registration for classes will be sent via email to the student and the student's guidance counselor.

Placement into the dual enrollment program, or into any specific courses, is not guaranteed. At the end of the semester, an official Salem State transcript will be sent directly to the guidance counselor for appropriate action.

## COST

Students who are accepted in the dual enrollment program will have their tuition and fees waived by the university for a maximum of one class per semester (fall and spring semesters ONLY). Students will be responsible for textbooks, transportation and instructional materials as well as any additional classes.

## NOTICES

- The student's high school reserves the right to sanction, or not, an applicant's participation in the program.
- Salem State University has the right to discontinue a student's participation in the Dual Enrollment Program.
- Acceptance into the Dual Enrollment Program does not constitute admission into a Salem State University degree program.
- Courses not meeting minimum enrollments may be cancelled.

## TRANSCRIPTS

Credits earned at Salem State University will be reflected on the student's high school academic transcript as well as their Salem State University transcript.

The Department of Higher Education has placed an emphasis on courses that are "easily transferable" and qualify under the MassTransfer Gen Ed Foundation, or is within the disciplines of computer science, technology or engineering. mass.edu/masstransfer/gened

— An eligible course must be a 100 or 200 level, credit-bearing college-level course that counts for no less than three credit hours.

— The course must fall into a Salem State University General Education Category.

  • Written Communication (W-I)

  • Oral Communication (OC)

  • Personal Growth and Responsibility (PGR)

  • Creative Expression and Appreciation (CEA)

  • World Cultures (WC)

  • Human Past (HP)

  • Contemporary Society (CS)

  • Scientific Reasoning (SR)

  • Quantitative Reasoning (QR)

— First-year seminar courses, physical activity courses and honors level courses are not eligible.

— Some courses may require other pre-requisite courses to be taken for eligibility.

— Additional courses will require payment.

**In Person**: These classes meet face-to-face. All instruction occurs in a designated campus location (classroom) during regularly scheduled predetermined days and times (synchronous) for which instructor and students are physically present throughout; will require detailed health and safety protocols for engagement among faculty and students.

**Hybrid Asynchronous:** Student learning occurs both in scheduled in-person class meetings during specific published times and locations, and in asynchronous online class interactions. Typically, hybrid asynchronous classes will meet for fewer hours in person than standard in person classes, with more out of class work required.

**Hybrid Synchronous:** Student learning occurs both in scheduled in-person class meetings during specific published times and locations, and in synchronous online class meetings during specific published times. Typically, hybrid synchronous classes will meet for fewer hours in person than standard in person classes, but will have required online class meetings.

**Asynchronous Online:** Student learning occurs exclusively online, asynchronously; no convenings of the entire class; student engagement with the faculty member occurs as requested via a digital platform. There will be no prescheduled meeting times either online or in-person.

**Blended Modality:** Student learning occurs primarily online, asynchronously, but with pre-scheduled synchronous in virtual convenings of the entire class (e.g. via ZOOM).

**Synchronous Online:** Student learning occurs exclusively online, during regularly scheduled predetermined days and times, for which instructor and students are virtually present throughout (e.g. via ZOOM).
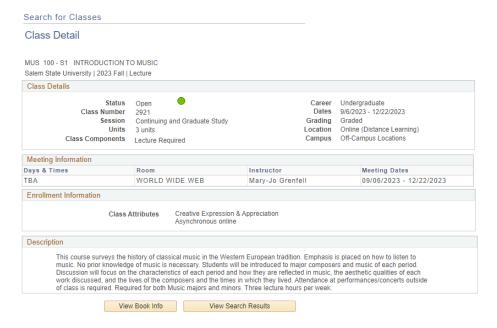
State Assigned Student Identifier (SASID) _____  _____ Fall  _____ Spring
Year Year

Salem State University Student ID (SSN if ID unknown) _____  Date of Birth _____/_____/_____
Month Day Year

Student Name _____
Last First Middle

Home Address (# and street) _____

City _____  State _____  Zip _____  Telephone _____

Personal Email _____  School Email _____

High school currently attending _____  Expected High
School Graduation _____/_____/_____
Month Day Year

Are you home schooled? ☐ Yes  ☐ No  Previous high school attended (if applicable) _____

Are you in a free or reduced lunch program?  ☐ Yes  ☐ No

Have you taken either a Dual Enrollment or Early College course at Salem State University?  ☐ Yes  ☐ No

Have you taken a college level course at any other colleges or universities?  ☐ Yes  ☐ No

If so, please list all colleges and courses completed: _____

Are you the first in your family (not including siblings) to attend college?  ☐ Yes  ☐ No  Gender: ☐ Male  ☐ Female

What is your racial background? (Check all that apply)

☐ Black, Non-Hispanic Origin  ☐ American Indian or Alaskan Native  ☐ Asian or Pacific Islander  ☐ Hispanic

☐ White, Non-Hispanic Origin  ☐ Cape Verdean  ☐ Other_____

## AUTHORIZATION

I hereby give my approval for my son/daughter to apply to the Commonwealth Dual Enrollment Program at Salem State University and, if accepted, to enroll in said program. We have discussed fully the benefits and requirements of Dual Enrollment with the appropriate guidance counselor(s) and further understand that any variation from said requirements could jeopardize the above-named student's high school graduation.

Name of parent or guardian (print) _____  Email _____

Signature of parent or guardian _____  Date _____

I grant Salem State University permission to release/copy all materials contained in my Salem State University Dual Enrollment file to my school of record. This includes the application, registration form, transcripts, and all other relevant documents. I understand these materials will be used to reflect credits earned at Salem State University and used toward graduation at my school of record. I also authorize Salem State University to disclose information about my enrollment in the Dual Enrollment Program to the above named parent/guardian so that he/she can monitor my status in the program. I hereby certify that Salem State University is the only institution I am applying to, for this term, to participate in the Commonwealth Dual Enrollment Program.

Signature of student _____  Date _____

Signature/approval of school official _____  Date _____

## COURSE REQUEST

In order of preference, please list at least three courses you are interested in taking.

To view a listing of courses please visit salemstate.edu/taking-classes.

| Class Number | Course Number | Course Title |
|---|---|---|
| *EXAMPLE* 1017 | ART 100A | Introduction to World Art |
| Priority 1 | | |
| | | |
| Priority 2 | | |
| | | |
| Priority 3 | | |
| | | |

## SCHOOL OFFICIAL'S INFORMATION

Name _____  Phone _____

Email _____

Signature/Approval of School Official _____  Date _____

Signature of Student _____  Date _____

Access "Class Search" online at navigator.salemstate.edu. Narrow down course options using the filters below:



Within Class Detail reference important information such as course modality, course description, pre-requisites, and general education classification.



Prospective students who would like help with course selection are welcome to schedule an appointment with an advisor by emailing dualenrollment@salemstate.edu.