

## Dual Enrollment Policies

Please remember that the grade you earn in these classes will be on your permanent college transcript. If you wish to drop a course you must do so online by the designated date.

Please understand that you are bound by the policies and requirements listed below. It is very important that you read and understand these policies and requirements.

Policies and Requirements:

1. Students will not be allowed to take courses in subject areas that the student previously received below a C grade (most recent attempt), whether taken at the college or high school level.  
*(If you are planning on taking Chinese 2 in the spring, you need to receive a C or better in your Chinese 1 course)*
2. Credit courses are COLLEGE level courses and will remain on the student's permanent record even if the secondary school uses the coursework as High School Credit. All coursework taken will appear on the student's Santa Monica College transcript. Students wishing to forfeit the college credit must file the College Credit Forfeiture Request form within the first two weeks of the term. This decision is not reversible. The coursework will still appear on permanent record, but college totals will be adjusted and course annotated to show forfeiture.
3. Students must act on their own behalf. Parents, guardians, relatives or friends of Santa Monica College students are not permitted to enroll, drop, or add classes on behalf of the student. The same prohibition applies to requesting transcripts or grade verifications. Student records are protected under the Family Educational Rights and Privacy Act (FERPA). *Therefore, SMC will not discuss or release student information to anyone, including parents, without the student's signed written consent.*
4. High School Concurrent and Dual Enrollment students must adhere to all college policies on course requirements, attendance, dates and deadlines, and any other applicable policies and procedures including the Student Code of Conduct. See college catalog or schedule of classes for policies.
5. Courses offered are at the college level and instructors will teach at that level. Students may be exposed to and be involved in discussions of mature subjects.

Please call the SMC Dual Enrollment office at 310-434-3501 if you have any questions.