

# Washington County Public Schools Dual Credit Payment Procedures

## General Overview

Washington County Public Schools (WCPS) will pay for up to 60 academic credits for eligible high school students enrolled in dual enrollment programs. These procedures only apply for the 2024-2025 school year. Dual Credit Payment Procedures are subject to change for the 2025-2026 school year, depending on state and local funding.

## Eligibility Requirements

1. A student must be a high school student enrolled in WCPS. Students who wish to take courses on the Hagerstown Community College campus must be College and Career-Ready as defined by the Maryland State Board of Education.
2. WCPS will only pay for courses taken up to the spring semester of a student's last year in high school.
3. Students who enroll in WCPS during the summer are eligible for WCPS to pay the cost of tuition starting in the fall following enrollment.
4. Credit Limit: Payment is limited to a total of 60 attempted academic credits unless the student is part of one of the following pathways:
  - 64 credits for Engineering Science or
  - 61 credits for Graphic Design.

## Course Payment Guidelines

1. Approved Courses:
  - All courses must be on the WCPS-approved dual credit course list to be eligible for payment.
  - The approved course list is available through WCPS school counselors and on the WCPS website.
2. Repeat Courses:
  - WCPS will pay for repeat courses. However, any repeat course will count toward the credit limit.
  - Repeat course payments are capped at one additional attempt per course.
3. Drop/Withdrawal:
  - Any course(s) that a student drops or withdrawals from will count towards the credit limit, provided WCPS receives a bill from Hagerstown Community College.

4. Summer Courses:

- WCPS will cover summer courses for rising juniors or seniors, except, as noted above, related to summer graduations.
- Summer course credits count towards the credit limit.

### **Financial Coverage**

1. Tuition and Fees: WCPS will cover the cost of tuition and mandatory course fees for eligible courses up to the 60-credit limit
2. Textbooks: WCPS will cover the cost of textbooks subject to program guidelines.

### **Restrictions and Exclusions**

1. Non-Approved Courses: WCPS will only pay for approved courses listed on the WCPS website.
2. Exceeding Limits: When a student reaches the 60 credit limit, Hagerstown Community College will bill the student for all costs associated with additional courses.

### **Appeals Process**

1. Review Process: An appeal to the Executive Director for Secondary Education. A committee will review appeals, and a decision will be communicated within 15 days of submission.

Students should contact their WCPS school counselor or principal for additional information or clarification.