

**MONTGOMERY COUNTY PUBLIC SCHOOLS****Dual Credit Refusal Form**Office of Curriculum and Instructional Programs  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
850 Hungerford Drive, Rockville, Maryland 20850

All college courses on the [approved list](#) are eligible for advanced level high school credit. Advanced level credits positively impact the weighted grade point average (WGPA) and assist in meeting high school credits needed for graduation. The grade earned and credit posting to the high school transcript will be automatic if the course is pre-approved for high school credit and taken at Montgomery College. All posting of credit for courses that are pre-approved for high school credit and taken at other colleges/universities will go through the high school registrar or counselor once the student submits the college/university official transcript. If students do not wish to receive high school credit for college courses, OR they wish to take a college course that is not approved for high school credit, students must complete Parts I, II, and III below before returning this form to the school's Dual Enrollment Program Assistant (DEPA). Otherwise, students only need to complete Part I, initial the bottom of the page, and return the form to the high school counselor. All decisions related to the refusal of credit or enrollment in college courses not approved for high school credit must be made during the course scheduling process and are final.

**PART I: STUDENT INFORMATION**

Student Name \_\_\_\_\_ MCPS 6 Digit ID Number \_\_\_\_\_

High School \_\_\_\_\_ Grade \_\_\_\_\_

School Year \_\_\_\_\_ Semester (Check One):  Fall  Winter  Spring  Summer**PART II: AUTHORIZATION**

By signing below, we acknowledge that we have read and understand the content and purpose of this form. We further understand that this form must be completed prior to enrolling in a college course and that changes cannot be made once the form is signed and submitted. In addition, we understand that by being allowed to take a college course not approved for high school credit or refusing to accept high school credit for an approved course, the course grade will not appear on the high school transcript and credit will not be given toward high school graduation requirements.

We discussed this option with the student's counselor on \_\_\_\_/\_\_\_\_/\_\_\_\_.

#	List only the College Courses for which the student DOES NOT want dual credit in this section.	Dual Credit	Student Initials	Counselor Initials
1		<input type="checkbox"/> No		
2		<input type="checkbox"/> No		
3		<input type="checkbox"/> No		
4		<input type="checkbox"/> No		
5		<input type="checkbox"/> No		

**PART III: SIGNATURES** (This section only needs to be completed if students are opting out of dual credit for courses listed above, otherwise student and counselor initial below.)

The top portion of this section only needs to be completed if the student is opting out of dual credit for any of the courses listed above or choosing to take one or more of the courses listed above that are not approved for high school credit. Otherwise, the student and counselor should initial in the space identified in the lower part of this section acknowledging this information has been discussed and the student will not opt out of the dual credit opportunity.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name of Counselor \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name of DEPA \_\_\_\_\_

DEPA Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name of Principal \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**OR**

\_\_\_\_\_/\_\_\_\_\_  
(Student/Counselor Initials) Information has been discussed. The student listed above will not opt out of this dual credit opportunity. (Counselors should return the completed form to the DEPA)

**DEPA DIRECTIONS:** Log into your MCPS Google account and view the directions at <https://tinyurl.com/MCPS-DC-Refusal>.