



Dual Enrollment Grade Change Exception Notice

Attachment B to Administrative Procedure 5116 Grade Change Authorization and Appeals
Prince George's County Public Schools

School: _____

Program: _____

Date: _____

Prince George's County Public Schools (PGCPS) provides several programs for students to earn dual enrollment credit. Students participating in these programs simultaneously attend high school and a college/university. Due to this hybrid educational program, all students receive multiple grade changes throughout the school year because they are dually enrolled in both the high school and college/university program. Grade changes occur in the dual credit courses as these courses receive both high school and college credit.

Exception 1- Receipt of Semester College/University Grades

The college/university does not provide mid-term grades for Quarter's 1 and 3; therefore, students receive a grade 'U' which represents University/College.

_____ *Grade change from 'U' to earned grade provided by the college/university at end of the term.*

Exception 2-Receipt of College/University Adjusted Grade after PGCPS Grading Window

A grade from a college or university professor is adjusted due to a grading error or some other extenuating circumstance in which to meet the prescribed grading timeline put in place by PGCPS will not occur. Since the college or university professors do not fall under PGCPS' purview for timeliness or specified time frames, grade changes may occur after the prescribed window. *(See PGCPS Administrative Procedure 5121.3-Grading and Reporting for High Schools Grade 9 through Grade 12)*

_____ *Grade adjustment initiated by College/University Professor after PGCPS grading window has expired and an official college transcript is attached.*

Cc: Cumulative Folder