

Issue Date: July 9, 2024

Dual Enrollment Program Planning Checklist

Program Overview

The statewide Dual Enrollment Program (DEP) is a potential component of a student's flexible pathway toward secondary school completion. DEP includes college courses offered by one of the participating and approved higher education institutions, on campus, online, or on the campus of a secondary school. DEP as a flexible pathway to meeting graduation requirements, offers eligible students from Vermont public school districts the opportunity to experience college-level classes, take coursework not offered at their schools, and explore possible pathways to their postsecondary futures. Students who successfully complete a DEP course meet secondary school graduation requirements and receive college credit from an approved higher education institution. DEP credits earned will be considered and accepted by most in-state colleges as transfer credit and considered when determining a student's eligibility for financial aid at that college. For more information on DEP please visit the [Vermont Dual Enrollment Website](#).

Start Early

Students can begin exploring and planning for [Dual Enrollment](#) as early as middle school.

Fall Grade 10

- Review your Personalized Learning Plan (PLP) with your High School Counselor. Now is the time to review your [Flexible Pathway Options](#).
 - To assist you with making Flexible Pathways decisions we have developed these tools:
 - [Flexible Pathways Toolkit Talking Points: Dual Enrollment](#)
 - [VT Flexible Pathways Tool: Considerations for Student Participation in a Flexible Pathway](#)
 - [Student Sample: Dual Enrollment](#)
 - [Flexible Pathways Toolkit Talking Points: Dual Enrollment](#)
- Consider enrolling in [VTVLC's Intro to Online Learning course](#)
- Consider enrolling in the Community College of Vermont's [Introduction to College and Career Course](#) Fall, Spring, or Summer Semester.



Spring Grade 10

- Create an account in the [Vermont Dual Enrollment System](#). Your High School Counselor will approve your account and vouchers. If you are a Home Study Student, the Agency of Education (AOE) will approve your account and vouchers.
 - The [Student Guide](#) will provide you with eligibility criteria and instructions for accessing the Dual Enrollment System.
 - [Instructions: How to Apply for a Voucher](#)
 - [Dual Enrollment Program FAQ'S](#)
- Revisit and update your PLP to include DEP planning.
- Request a DEP voucher from your High School Counselor:
 - Summer semester course (course must begin following completion of grade 10) in mid-February
 - Fall semester course in mid-April
- Apply to an approved college where you plan on using your voucher
- Once you receive an approved voucher, provide the voucher number to the college when registering for the course.
- Check your college email often.**
- If you are on an IEP or 504 plan, work with your school counselor and contact the college's [Student Support Office or ADA Office](#). Students with disabilities may be provided reasonable accommodation from the college through a 504 Plan that allows equal access.

Grade 11

- Utilize academic/social-emotional supports (office hours, tutors, counselors, Student Support Office, other support staff) as needed.
- Request DEP voucher(s) from your High School Counselor:
 - Spring semester mid-November
 - Summer semester mid-February
 - Fall semester in mid-April
- Revisit and update your PLP to include DEP planning.
- If you are interested in the VT Early College Program (ECP), now is the time to research/visit participating and approved higher education institutions, see [Early College](#).
- If you plan on attending ECP you will need to use your DEP vouchers prior to beginning ECP during your senior year.

Grade 12

- You can request a voucher for the Spring semester in mid-November.
- Remember all vouchers must be used prior to graduation.
- Continue to check-in with your High School Counselor.