**EXHIBIT B**

# COURSE AGREEMENT

## for CCAP COURSES of the Peralta Community College District and [SCHOOL DISTRICT NAME]

This Course Agreement for CCAP Courses between the Peralta Community College District and the [SCHOOL DISTRICT NAME] in connection with the *College and Career Access Pathways (CCAP) Partnership Agreement, effective in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school year*, is executed between Peralta Community College District and [SCHOOL DISTRICT NAME](“Agreement”), the terms of which are incorporated herein by this reference. Unless otherwise expressly indicated herein, in the event of a conflict between this Course Agreement and the Agreement, the Agreement shall control.

Date of this Course Agreement:

Course Name and Number:

|  |  |
| --- | --- |
| Location where Course will be offered:   |   |
| Course Name and Number:   |   |
| If this Course is being offered as part of a sequenced, pathway-aligned program, name the pathway:  |   |
| Days of Week and Time Course will be Offered:   |   |
| Dates Course will be offered (*start and end dates*):  |   |
| Student Learning Outcomes of the Course (*to be determined by PCCD)*:  |    |
| Number of educational hours of Course per week and number of weeks (*Note:* *Courses may end before the end of the high school semester*):   |    |
| PCCD units (credits) offered for Course:   |    |
| Number of high school students to be served by Course:  |   |
| Max class size (*including high school students and general public students*):   |   |
| Name of Instructor for Course and Contact Information:   |   |
| Name of the Instructor’s supervisor who may be conducting on-site evaluations of the Instructor’s performance:  |   |
| If the Course has a pre-requisite, what is it and who will assess whether the students have satisfied it? By what date?  |   |
| Date of School Board:  |   |
| Required Course Materials, Equipment, Textbooks and Supplies. (*Provide description of all such items*)  |   |
| Books and Instructional Materials (the total cost of books and instructional materials for school district students participating as part of this CCAP Agreement.  |   |

This Course Agreement is entered into between PCCDand [SCHOOL DISTRICT NAME] as of the date set forth below.

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature Page to Course Agreement]

### Districtv LogoExhibit D

**Peralta Community College District**

*Berkeley City College* *| College of Alameda* | *Laney College | Merritt College*

**High School CCAP Dual Enrollment Form**

Peralta Community College District’s (PCCD) High School Dual Enrollment Program is designed to offer high school students career technical education or preparation for transfer to college, to improve high school graduation rates, or to help high school students achieve college and career readiness.

High school students enrolling in a college level course must meet course requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements.

Dual Enrollment high school students are exempted from paying the California Community College enrollment fees and all other fees. ***High school students enrolled in more than 15.0 units per semester are required to pay enrollment and all other mandatory fees*** (See the current PCCD class schedule for current fees).

Access to the High School CCAP Dual Enrollment Program is NOT allowed for:

1. Recreation or hobbies.
2. Any class that is offered at the high school.

By signing the High School CCAP Dual Enrollment Form, the student’s parent/guardian is indicating agreement with, and giving consent for, their student’s participation in any of the courses offered at the student’s high school, another high school, or at any of the four Peralta Community College District colleges (Berkeley City College, College of Alameda, Laney College and Merritt College.) This applies to the years the student is enrolled in the AUSD high school.

CCAP Dual Enrollment college classes are PCCD classes. The grade received will appear on the student’s official PCCD college transcript and the student’s high school transcript, and will count toward financial aid eligibility should the student decide to attend a PCCD college or another institution of higher education.

**Steps to Enroll in the High School Dual Enrollment Program:**

1. Go online to Peralta.edu and click “Apply and Enroll” to complete an Admission application.
2. Consult your high school counselor to find out what Dual Enrollment course(s) are being offered and choose the course you would like to take. **You must adhere to any prerequisite** **requirements.**
3. Get your parent's approval to enroll in a college class and have them sign this form (this is only done once.)
4. Complete the rest of the section “High School Student’s Information.”
5. If the college pre/co-requisite course has not been completed, participate in multiple measures assessments.
6. Review your rights with respect to your education records and disclosures of information at <http://web.peralta.edu/admissions/official-transcript-request/verificationsrelease-of-information/ferpa-2/>.
7. If you would like your parent to be able to conduct business for you or request information on your behalf complete the Authorization for Release of Student Records form.
8. Submit your Dual Enrollment Form to an approved high school official who is managing college courses on your high school campus.

*Units earned will be granted as college credit. It is the high schools district’s prerogative to grant high school credit for courses taken in the Peralta Colleges. The Office of Admissions and Records will send a transcript to Oakland Unified School every semester.*

### Districtv LogoExhibit D

**Peralta Community College District**

*Berkeley City College* *| College of Alameda* | *Laney College | Merritt College*

**High School CCAP Dual Enrollment Form**

**Please write in blue or black ink and write legibly**

 **PERALTA ID #** (8 digits)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **H.S. Grade Level:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **High School Student’s Information (All sections required)**  |  |
| **Student’s Name:**    |  |
|  *Last Name* **Date of Birth:**   |   *First Name*  |  | *M.I.*  |
| **Address:**   |   |   |   |
|  *Street*  |   *City, State*  |  | *Zip*  |
| **Phone #:**  **H.S. Student’s Signature:**   | **Email Address:**  |  |  |
|  | **Date:**   |  |

**I hereby certify that I am the parent/guardian of the above-named student and I am in agreement with, and give my consent for, their participation in any Peralta Community College class during the years my student is enrolled in this high school.**

**I HAVE READ AND UNDERSTAND THE STEPS FOR DUAL ENROLLMENT. I HEREBY AUTHORIZE THE \_\_\_\_\_\_\_\_\_\_ UNIFIED SCHOOL DISTRICT TO RELEASE MY STUDENT’S EDUCATIONAL**

**RECORDS TO PERALTA COMMUNITY COLLEGE DISTRICT. I HEREBY AUTHORIZE PERALTA**

**COMMUNITY COLLEGE DISTRICT TO RELEASE MY STUDENT’S EDUCATIONAL RECORD TO THE \_\_\_\_\_\_\_\_\_\_ UNIFIED SCHOOL DISTRICT.**

#### Parent or Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **High School Authorization**  |
| **Permission is granted for the above-named student to enroll in courses at:**  | All Peralta Colleges |

**High School Currently Attending:**

**H.S. Counselor**

**(**

**or Designee**

**)**

**Signature**

**:**

**Date**

**:**

***\*Per Education Code Section 48800, for summer sessions, K-12 principals may not recommend more than five percent of the number of pupils who have completed a particular grade immediately prior to the time of the recommendation.***