

## Dual Diploma Student Conditions and Contract

The ASU Prep Global Dual Diploma program offers international high school students an opportunity to earn two qualifications; one issued by the in-country high school and one issued by ASU Prep Global. Students who successfully complete the program conditions and requirements will be issued an ASU Prep Global US high school diploma.

### Dual Diploma Student Conditions

- 1) **Dual Diploma students are required to fulfill the Global Academy at ASU Prep Credit Requirements through a combination of completing credit at their in-country school in addition to completing credits at ASU Prep<sup>1</sup>:**
  - 4 credits math
  - 4 credits English (non-ESL/ELL courses)
  - 3 credits lab sciences (1 year each from biology, chemistry, earth science, integrated sciences, or physics)
  - 2 credits social sciences (including 1 year American history)
  - 2 credits same second language (includes American Sign Language)
  - 1 credit fine arts or career and technical education
  - 1 credit health, physical education, or health science
- 2) **Dual Diploma students are required to complete at least 12 (.5 credit) courses; this equals 6 full one (1) credit courses through ASU Prep Global.<sup>2</sup>**
  - The 6 full one (1) credit courses completed through ASU Prep's Dual Diploma Program only partially satisfy the 17 required credits outlined in the Global Academy at ASU Prep's Credit Requirements, above. All remaining credits must be completed at the student's in-country school and transferred into ASU Prep to fully satisfy all 17 required credits. It is the responsibility of the student, family, and partnership liaison enrolling the student to ensure the in-country high school will provide all remaining required credits.
- 3) **The credits earned in this program can be Global Academy high school credits or dual enrollment (Arizona State University credit and high school credit-bearing).**
  - To be eligible for the university credit option, students must complete all courses with a C (70%) or higher during their first year of enrollment with ASUPG.
- 4) **Program sequence and specific course schedule will be determined by:**
  - 1) Individual student transcript evaluation at the time of application<sup>3</sup>
    - Students are required to complete a transcript evaluation at enrollment time following this process: [Dual Diploma Transcript Evaluation Process.pdf](#)
    - Students are required to submit evaluated transcripts to ASU Prep at the time of initial enrollment, annually before being rostered in ASU Prep courses, and once graduated from local school before ASU Prep diploma is issued.
    - If students move to a different school/country, they are responsible for providing the most updated transcript.

<sup>1</sup> We recommend that each student has an English proficiency level of EXPANDING (730+) on the TOEFL Junior Assessment before enrolling in the ASUPG Dual Diploma program.

<sup>2</sup> Required credit hours are dependent on student's transcript evaluation or local school's plan of study evaluation, and individual progression in their learning; additional course enrollments may be required to meet Arizona graduation requirements.

<sup>3</sup> ASUPG contracts with a third party company for transcript evaluation. Please note: the process for evaluation varies and can take up to 30 days for document to document processing.

- 2) With prior approval, school-wide partners may complete a school curriculum plan of study evaluation following this process: [School Plan of Study Evaluation Process.pdf](#)
  - Students are required to complete and provide an individual transcript evaluation:
    - (1) prior to enrolling in their last year at ASU Prep
    - (2) after graduating from their local high school.

**5) The ASUPG diploma may be awarded<sup>4</sup> when:**

- All courses have been completed with a minimum 60% final grade (including completing and passing required Discussion Based Assessments and completing final exams)
- Payments are made in full
- Official transcript evaluation submitted to ASUPG once graduated from local school
- Evidence of secondary completion at the student's local school has been evaluated by ASUPG

### **Diploma Requirements**

ASU Prep Global students must earn no fewer than 25% of their credits earned through ASU Preparatory Academy and must pass all courses required to meet admission standards to most U.S. colleges and universities. Students must be actively enrolled in an ASUPG course during the graduation year from their in-country school. Students must also be in good academic standing and have no unpaid balances or fees. Only students who have met ASU Preparatory Academy graduation requirements may participate in end-of-year ceremonies.

To receive an ASU Prep Global high school diploma, students must earn 17 total credits, 6.0 of which must be earned at ASU Prep Global. The ASU Prep Global Diploma will be issued when ASUPG has determined that a student has completed all required credits in combination with local school enrollment and ASUPG program. Please note, exit exams are not accepted as a replacement for required credits.

### **Payment**

- Invoices will be generated and sent once the enrollment request is received by your school or partnership.
- ASUPG must be informed of enrollment request a minimum of 14 days prior to the start date of the course.
- Invoices will be sent to the school or partnership contact, unless otherwise indicated in Work Order.
- Invoice payments to **ASU Prep Academy** are due 7 days prior to the start date of the course.
- The payment method is prepayment for the program courses. All payments for credits are non-refundable.
- ASUPG diploma will not be issued till all unpaid fees and balances are paid in full.
- Students and families will assume responsibility for paying any transcript evaluation fee if and when a third party evaluation is required.

### **Grace Period**

Once courses are requested, ASUPG cannot postpone the course start date. ASUPG provides Grace Period during which students may unenroll in a course without receiving a grade on their transcript. After Grace Period ends, students who enroll in a course will be issued a grade of F (Failing) on their transcript which may affect GPA. Fall and Spring Grace Period is within 1-14 calendar days of course start date. Students who have concerns about courses should consult with their Learning Specialist. Dual Diploma partnership students are not eligible for course payment refunds. Grace Period is not applicable to students who are withdrawing from the school. **Dual Diploma Contract**

**REQUIRED: Electronically sign this agreement in the form linked, [here](#).**

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<sup>4</sup> ASUPG issues diplomas only twice per year (at the end of May for May graduates and at the end of July for students completing requirements over summer). Diplomas can take up to 8 weeks to mail out once processed with a correct address.