



DRURY  
UNIVERSITY

## DUAL CREDIT

### Associate Degree Process – High School Student

The Drury University Dual Credit Program is proud to offer two associate degrees to high school students:

- **Associate of Arts in General Studies**
- **Associate of Science in Behavioral Science**
- **For purposes of this document, HS = High School; DC = Dual Credit**

Listed below is the process for HS students seeking a Drury University associate degree. It is recommended that the HS student working toward their AA or AS begins taking courses during their freshman year.

1. **Letter of Intent:** Students interested in earning their associate degree must complete the Letter of Intent document.
  - a. The Letter of Intent must be sent to Beth Nation for her records ([enation@drury.edu](mailto:enation@drury.edu)).
2. **Drury University Academic Advisor:** Beth Nation, DC Director, will serve as the student's academic advisor.
3. **Application for Drury Graduation.**
  - a. **Students graduating HS in December** must complete the Application for Graduation by **September 1**.
  - b. **Students graduating HS in May** must complete the Application for Graduation by **February 1**.
  - c. The **Application for Graduation** is in MyDrury.
    - i. Student: log into MyDrury account
    - ii. Click: "Student" at the top of the page
    - iii. To the left, click "Application for Graduation"
    - iv. Next, select: "Drury GO (Evening/Online) Application for Graduation"
    - v. Student: answer EACH REQUIRED question
4. **Dual Enrollment courses at a Drury site campus:**
  - a. The student uses the registration form and parent permission form (FERPA) required by the site campus.
  - b. Site director/advisor contacts Beth Nation informing her of the student taking courses at that site campus.
    - i. This allows communication to be professional and informative between the DC Program, the site campus, and the HS.
    - ii. This process ensures the HS is aware that a student is taking courses at a site campus.
    - iii. It is up to the HS whether the credit from a site campus is reflected on the HS transcript and whether the credit will count toward graduation requirements.
    - iv. Textbooks and additional fees accrued at a site campus are the responsibility of the family.

### High School Graduation Ceremony:

- It is the responsibility of the HS to determine how they recognize the AA student at the HS graduation ceremony.
- Drury University will not be official attendees at the HS graduation ceremony nor supply a recognition certificate.

### Drury University Graduation Ceremony:

- **HS students are welcome to participate in the Drury GO graduation ceremony.**
- **Commencement information** is posted on the Drury University [Academic Calendar](#) or the [Commencement](#) site.
  - Drury University must receive the student's final HS transcript, signifying the HS graduation date, before the Drury University degree will be conferred.
  - Students are expected to monitor their Drury University email account for all commencement-related communication.
  - Students must Apply to Graduate (directions in #3 above) to receive their diploma and/or be eligible to participate in the Drury graduation ceremony.
  - Students must pay a graduation fee prior to the DruryGO commencement and/or to receive their diploma.