



November 2024

Dear Parent or Guardian:

The College of Southern Maryland (CSM) and Calvert County Public Schools (CCPS) have partnered to offer your student a great educational opportunity through the Dual Criminal Justice Program. Through this program, your student has a chance to earn both college and high school credits for the Criminal Justice courses that they are currently enrolled in at the high school.

The Dual Criminal Justice Program is a way for your student to get an early start on their college education. Dual enrolled students can take Criminal Justice courses in high school and receive college credit for the equivalent Criminal Justice (CJS) courses at CSM. Dual classes are transferable, college-level courses, which means that the credits can be evaluated for transfer to a four-year college or university.

**Students should be aware of the following criteria regarding successful participation in the Dual Criminal Justice Program:**

1. Students must receive a C or better in the high school course to be eligible to participate.
2. The final grade that is reflected on the student's CSM transcript for the dual enrollment credit will be based on the student's high school coursework (80%) and a CSM final exam (20%). Therefore, the final grade that students receive for their high school Criminal Justice course **may be different** from the grade reflected on their CSM transcript.
3. This course will count towards the four-course coverage limit for the academic year by CCPS. The dual cost of the class will be the responsibility of those students who exceed the four-course coverage limit for the academic year.

**To register for the Dual Criminal Justice Program, your student must do the following:**

1. Create and confirm an account at <https://csmd.dualenroll.com>. *If you have created an account previously, you can log back into this account.*
2. After the account is confirmed, the student will complete the Dual Enrollment application within <https://csmd.dualenroll.com>.
  - The student's Social Security Number is **required** to complete course registration. Please include it on the Admissions Application.
  - Please make sure the student regularly checks the email address they included on their application. **Also, please have the student use a personal email address and not a school email address.**
3. After submitting the application, students will be able to search through available dual enrollment courses. Students will look for the equivalent Criminal Justice course under course options and choose the section with their high school Criminal Justice teacher. The equivalent courses are listed below:
  - American Criminal Justice System: CJS-1015, Criminal Investigation: CJS-1060, Criminal Law: CJS-2030 and Juvenile Justice: CJS-2040
4. Once the registration request has been submitted, your high school Criminal Justice teacher will receive a request for their approval. Those approved students will be registered for the college course by CSM Admissions. The participation deadline is **January 24, 2025**.
5. The student will receive a registration confirmation by email once enrolled into the college course.

We hope that you share in our excitement about this opportunity provided by Calvert County Public Schools and the College of Southern Maryland. If you would like more information about the Dual Criminal Justice Program, please feel free to contact the Admissions Department at 301-934-2251, option 0.

Sincerely,

A handwritten signature in black ink, appearing to read "Latasha Baker".

Latasha Baker  
Assistant Director  
Admissions Department

**College of Southern Maryland**

8730 Mitchell Rd, PO Box 910, La Plata, MD 20646

301-934-2251 | [askme@csmd.edu](mailto:askme@csmd.edu)

[csmd.edu](https://csmd.edu)