

Rockdale County Public Schools
Dual Enrollment for FY 2020

Deadline: May 1, 2021

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Name of Student _____ Current Grade Level _____
Name of Student's School System _____
Student's High School _____
Student's Date of Birth _____ Anticipated Date of Graduation _____

Georgia Dual Enrollment Student Participation Agreement FY 2021

See requirements for participating in the Georgia Dual Enrollment program here:
<https://www.gafutures.org/media/188193/de-faqs-may-2020-1.pdf>

Notes:

- Be advised:
- • No exceptions are allowed for the approved courses, grade level, Funding Cap or High School Graduation Option B status eligibility requirements effective 2020-2021 (beginning Summer term 2020).

I. Georgia Dual Enrollment Requirements (Reviewed and initialed by Parents/Guardians)

_____ The student's Individual Graduation Plan has been updated to reflect the plan of study through the GA Dual Enrollment Program.

_____ The eligible GA Dual Enrollment Program student must contact the high school counselor for approval before any course/schedule changes, including dropping and/or withdrawing from courses, can be made during the semester. All GA Dual Enrollment Program courses and the course grades will become part of the student's high school permanent transcript.

_____ GA Dual Enrollment Program expectations, responsibilities, and specific school addendums have been shared by the school system. All student and parent/guardian questions and concerns have been discussed.

_____ The parent/guardian acknowledges that the U.S. Department of Education requires that all postsecondary institutions provide training on sexual assault awareness and prevention under the Violence Against Women Act. This mandatory training information will be provided by post-secondary institutions at no cost and could include GA Dual Enrollment Program students.

_____ A student participating in the Senate Bill Option B must complete all state-required coursework and any state-required assessments associated with these courses per the GADOE assessment guidelines/requirements; whether courses are taken at the high school or through GA Dual Enrollment Program. Option B early graduation course and program requirements will be explained by the high school counselor during the advisement session.

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I, _____, hereby grant permission for the college/university to
 (Student Name – Please Print)

release information regarding my enrollment and grades, including class schedules and transcripts, to my high school counselor or principal, for the purpose of verifying my high school graduation requirements. This release will remain in effect throughout my enrollment as a GA Dual Enrollment Program student.

II. GA Dual Enrollment Program Semester/Quarter of Participation:

Fall and Spring Year _____

I have applied or plan to apply as a GA Dual Enrollment Program student to the following College/Postsecondary Institution(s): _____

III. High School Courses for Credit through GA Dual Enrollment Program-- Final Schedule Will Be Based on College Course Availability

Check Below:

____ Part Time GA Dual Enrollment Program Student (Combination of GA Dual Enrollment Program + High School course(s) – up to 8 different classes)

____ Full Time GA Dual Enrollment Program Student (GA Dual Enrollment Program Courses-Minimum of 12+ Hours with at least 4+ Postsecondary Courses)

Fall: **FOR SCHOOL OFFICE USE ONLY - DO NOT FILL OUT**

College Attending for Course	HS Course Number (CIP Code)	HS Course Name	College Course Number GA Dual Enrollment Program Directory	College Course Name GA Dual Enrollment Program Directory

Spring: **FOR SCHOOL OFFICE USE ONLY - DO NOT FILL OUT**

College Attending for Course	HS Course Number (CIP Code)	HS Course Name	College Course Number GA Dual Enrollment Program Directory	College Course Name GA Dual Enrollment Program Directory

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IV. Students Pursuing Senate Bill Option B (Alternate Diploma)

Check Below

- Associate degree
- Technical College Diploma
- Two (2) Technical College Certificates (TCCs)

Program Study/Major _____

Anticipated Completion Date _____

V. GA Dual Enrollment Program Participation Signatures

Student Name Printed _____ Date _____

Student Signature _____

Student Phone Number _____ Student Email _____

Parent/Guardian Name Printed _____ Date _____

Parent/Guardian Signature _____

Parent Phone Number _____ Parent Email _____

School Counselor Name Printed _____ Date _____

School Counselor Signature _____

Phone Number _____ Email _____

VI. General Information

1. All GA Dual Enrollment Program students are required to view their school's Code of Conduct video within the first week of school. Students will also turn in their signed Code of Conduct and Emergency Data form to their homeroom teacher within the first 3 days of school. GA Dual Enrollment Program students are responsible for and must follow all school rules indicated in the Student Handbook.
2. Students may not bring in food/drink items in fast food or restaurant containers or bags in the high school. The only drink item allowed in classroom is a clear bottle of water.
3. If GA Dual Enrollment Program student arrives to high school after first period, the student is required to sign in the high school's designated location (attendance or counseling office). School procedures must be followed as outlined in the Code of Conduct and School Handbook.
4. GA Dual Enrollment Program classes attended on the college campus or at RCA follow the college calendar.
5. Students participating in GA Dual Enrollment Program college courses should do so with the knowledge that the course work may be more rigorous and challenging than high school courses. Students are held to a higher degree of independent responsibility and accountability than in regular high school classes.
6. **Unless special circumstances arise, students who take Dual Enrollment Courses in the Fall semester are expected to continue in the Spring semester in order to maintain a full schedule of classes.**

VII. Notes

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I. Important Considerations

- ✓ **Required admission criteria has been completed.**
- ✓ **Academic Rigor**-Understanding that GA Dual Enrollment Program courses will be rigorous courses.
- ✓ **Attendance**-Recognizing the importance of attending all classes.
- ✓ **Career Goal**-Selecting courses not only based on high school graduation requirements but with career interests in mind.
- ✓ **Cell Phone Use**-Realizing that paying attention to the college professor during class is extremely important and to follow cell phone use policies set by the postsecondary school.
- ✓ **Communication Skills**-Knowing when to ask for the professor's help and learning early each semester how to contact each professor. Understanding that communication from the professor will be with the student and **not** the parent(s)/guardian(s). If professor does not respond, please contact the coordinator.
- ✓ **Mandatory Student Events and Trainings**-Participating in mandatory orientations or other events set up the postsecondary school. Completing *HAVEN* training which is safety and wellness training provided by the postsecondary institution (federal requirement).
- ✓ **Maturity Level**-Making certain that the student's social and emotional maturity level is such that the student will be successful in the GA Dual Enrollment Program Dual Enrollment program.
- ✓ **Organization and Study Skills**-Recognizing the importance of time management and being organized as well as having a plan to meet all course requirements on time.
- ✓ **Perfectionism**- Knowing that feeling overwhelmed requires being able to recognize when student needs to ask questions or seek help from the college professor and thus, asking for assistance is a life skill.
- ✓ **Procrastination**- Making certain that important projects and/or tests are prepared for well in advance.
- ✓ **Satisfactory Academic Progress**- Understanding the postsecondary institution's SAP (set by the institution).
- ✓ **Syllabus**- Being familiar with each college professor's syllabus, which will be the road map for the course and include all important deadlines. Knowing that this document is strictly followed by the professor.
- ✓ **Transportation**-student must provide transportation to the college sites for all courses not supported through district transportation

Initials _____/_____

II. Eligibility

- ✓ Student must be enrolled in a Rockdale County high school.
- ✓ **Admissions Requirements**-Understanding by parent and student regarding admissions requirements at selected GA Dual Enrollment Program college, university and/or technical college.
 - Understanding that there may be SAT/ACT and/or grade requirements (grade point average) at each college/university and/or technical college unique to that postsecondary school.
 - Knowing the institution's minimum age requirements.
 - Making certain that student understands that Board of Regents schools may not accept Accuplacer testing requirements and entrance scores for admission into any of the college programs.
 - Making sure that the student understands the admission deadlines for the school of his/her choice. Students must converse with admissions/college representative for up-to-date requirements as well as use the institution's admissions website.
 - Knowing that any questions regarding transfer courses should always be answered via this website: GATRACS. Link is: www.gatracs.org
 - Understanding that transfer courses completed via the GA Dual Enrollment Program to an out-of-state institution may or may not be accepted, thus, student must research this topic with admissions staff at out-of-state and private institutions.
- ✓ **Transcript Review** - Making certain that the student is eligible to participate in the program through a thorough transcript evaluation and an academic review of coursework which includes a review of graduation requirements Initials _____/_____

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III. GA Dual Enrollment Program Courses

- ✓ **Courses-** Courses taken must be approved by the school counselor. **Note the GA Dual Enrollment Program Course directory on GAFutures.org.**
- ✓ Both virtual/online courses and traditional dual enrollment courses must be approved by the school counselor for the GA Dual Enrollment Program.
- ✓ **DE is in the course title of each dual enrollment course on the high school transcript.**
- ✓ **Online Courses-Online GA Dual Enrollment Program courses, if approved by the school counselor, hold unique challenges for students. Students must do the following:**
 1. Notify school counselor of the course that is on the college or technical college schedule that are online.
 2. Carefully listen to the recommendation(s) of the school counselor regarding online courses.
 3. Be responsible for reading the entire syllabus for the online course before the semester begins to see if exams scheduled and project or paper deadlines are in conflict with any other high school or GA Dual Enrollment Program courses.
 4. Know that organization and time management skills for online courses must be in place and include organizational tools such as a planner, calendar or alarms on mobile device, etc.I understand the above four items regarding taking GA Dual Enrollment Program online courses:

Student's Signature _____

Parent's Signature _____

IV. GA Dual Enrollment Program-Application and Approval

- ✓ **GA Dual Enrollment Program Online Application and Approval-**Recording the approved course CIP code, course name, grade, and the amount of credit for each course prior to starting the course for each semester.
- ✓ Complete a GA Dual Enrollment Program application in the GA Dual Enrollment Program. on gafutures.org. The application is how the college receives funding. If it is not completed, it is the student and parent's responsibility to pay the tuition requirement. To complete the application, each student must go to his/her www.GAfutures.org account and add a new GA Dual Enrollment Program online application.
- ✓ **Full and Part-time Status for GA Dual Enrollment Program-**Being sure the student participates each semester and that participation is full-time at the postsecondary institution or is part-time at the postsecondary institution and part-time at the high school
- ✓ **Full-time Status at College or Technical College- 4 courses (12 hours or more)** are completed at the college or technical college, with no courses taken at the high school. Student and parent understand a 15 or more-hour college workload is challenging and RCPS counselors do not recommend any GA Dual Enrollment Program student taking more than 15 college hours. GA Dual Enrollment program will only fund 15 semester/12 quarter dual enrollment credit hours per term per student.
- ✓ **Part-time Status-A GA Dual Enrollment Program student who is enrolled in 11 hours or less and attends part of the day at the high school.**
 - o GADOE defines a GA Dual Enrollment Program part-time student as a student who is less than full-time at the college and taking a combination of GA Dual Enrollment Program and high school courses. The part-time student must be enrolled in a minimum of at least **6 different courses**.

Initials _____ / _____

V. GA Dual Enrollment Program Courses and Credit Information

Courses Credit

- ✓ Students will earn one (1) Carnegie unit for each three (3) semester hours or five (5) quarter hours successfully completed at the postsecondary level.
- ✓ The final grades of all academic courses including those considered to be an academic elective course are averaged and included in the student's HOPE GPA.
- ✓ A course may not be audited under these programs.

AP Courses

- ✓ If a student applied for Advanced Placement courses, the counselor and registrar will work diligently to accommodate students' Advanced Placement and GA Dual Enrollment Program course requests; students should avoid requesting duplicate AP and GA Dual Enrollment Program courses.

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Milestones Tests

- ✓ Students are not allowed to take GA Dual Enrollment Program in the following GA Dual Enrollment Program courses which require a state EOC Milestones Test: Ninth Grade Literature, Algebra. Biology may be taken as a GA Dual Enrollment Program elective course but the student must take the EOC with the corresponding final grade percentage.
- ✓ GA Dual Enrollment Program students enrolled in one of the following Milestone courses: American Literature, Physical Science, Economics, and United States History may be exempt from taking the Milestones test for the course.
- ✓ Students will need to participate in required state testing at the same time and locations their local system conducts the testing. The student is responsible for making arrangements with his/her high school counselor and college professor to take the Milestones during the available testing period.

Satisfactory Academic Progress (SAP)

- ✓ **Students must maintain Satisfactory Academic Progress (SAP).** Students are required to maintain a minimum 2.0 cumulative GPA at a GA Dual Enrollment Institution. Students must successfully complete a minimum of 67% of the cumulative credit hours attempted (cumulative earned hours/cumulative attempted hours).
 - Students who are not meeting SAP because of completion ratio and/or cumulative GPA are allowed to receive financial aid for one term with a status of WARNING. Students are notified by email when they are placed in a WARNING status. Please READ all correspondence received from the financial aid office. If a student receives a WARNING status prior to last semester in high school, the student will not be approved for additional GA Dual Enrollment Program courses by counselor.

At the end of the senior year, 24 units will be needed to graduate from high school. The following courses must be completed to fulfill requirements within those units

Required Courses	Required Units	Highlighted courses must be completed for graduation. Counselor and student initial the highlighted courses.
English	4	9th Lit/Comp (with Milestone) 10th Lit/Comp American Lit/Comp (Milestone only HS course) or AP Language (with Milestone) British Lit/Comp or AP Literature or Advanced Composition
Mathematics	4	Algebra I (with Milestone) Geometry (with Milestone) At least 2 units of Mathematics comparable to and beyond Advanced Algebra
Science	4	Biology (with Milestone) Chemistry or Earth System or Environmental Science Physics or Physical Science (Milestone only HS course) At least one other unit of science
Social Studies	4	World History United States History (Milestone only HS course) American Government Economics (Milestone only HS course)
Health/Personal Fitness	1	
CTAE and/or Modern Language and/ or Fine Arts (electives)	3	electives to reach a minimum of 24 units and/or fulfill graduation requirements
Additional Electives	4	
Total Units	24	

Initials _____/_____

HOPE Scholarship

- ✓ **HOPE Scholarship Impact**
 - ✓ **All GA Dual Enrollment Program Core Academic Courses (electives and required)** count for HOPE Scholarship eligibility.
 - ✓ **GA Dual Enrollment Program Core Courses** are weighted on the Georgia Student Finance Commission HOPE Transcript with a .5 for a 3.0 grade (85) or a 2.0 grade (75). The maximum numeric GPA for GSFC is 4.0. Therefore, an A (95) grade is not weighted on the HOPE transcript.
 - ✓ **HOPE Hours Paid**-Beginning with the 2011-2012 school year and beyond Dual Enrollment hours do not count against the 127-hour limit for HOPE or Zell Miller paid hours.
 - ✓ **GA Dual Enrollment Program Core Courses credit toward HOPE Academic Rigor credits.**

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VII. *Withdrawing from a GA Dual Enrollment Program Course*

- ✓ **Withdrawing/Dropping Dual Enrollment Courses-Very important:** Before a GA Dual Enrollment Program course can be dropped the student must notify the school counselor at the high school for approval. Failure to notify and receive approval from the counselor could result in a failing grade and zero credit being recorded on the high school transcript.
 - ✓ For a student moving from 4 courses/12 hours (full-time) or more to 11 hours or less (part-time), the status of the GA Dual Enrollment Program student changes from full-time dual enrollment to part-time (see section IV regarding Part-Time status)
 - ✓ The student must immediately (within that same term) enroll in a high school course and must be in a full schedule of courses.

Initials _____ / _____

VIII. *Transcripts and Final Exams*

- ✓ **Transcripts**
 - ✓ **Documentation on Transcript from Postsecondary Institution**-Ensuring that documentation is completed to notify high school at the close of each semester of the grade earned at the college or technical college and realizing that the student and parent lean on the knowledge and expertise of the professional school counselor and the official registrar at the postsecondary institution where the student participates in the program.
 - ✓ The approved course name, numerical grade and amount of credit earned for all courses taken at the postsecondary level will be recorded on the student's official transcript. In the absence of a numerical grade on the college transcript, letter grades will be converted to numerical grades as follows:

The high school grading scale is:

A = 95 B = 85 C = 77 D = P F = 60 W = Z WF = 60

(Note: Postsecondary institutions may be on a different grading scale. Students will receive a high school grade which is a numeric grade per scale above on the high school transcript and a college grade on the college transcript. GA Dual Enrollment Program grades will be weighted on the student's high school transcript.)

- ✓ Postsecondary semester hour credit shall be converted to high school unit credit as follows: 1 to 2 semester hours = .5 unit; 3 to 5 semester hours = 1 unit -

Please note: A lab course connected to a core course worth one hour at the college will be recorded on the high school transcript in the *Elective* category. The grade from the postsecondary institution will be recorded and .5 unit of credit will be awarded on the high school transcript if the grade is a 70 or above. While recorded in the elective category, the .5 lab course **will not** meet the 4 units of elective credit graduation requirements. However, this core lab course will be used in the HOPE grade point average calculation. The core course that is connected to the lab course will meet core or elective category graduation requirements and will also count in the HOPE grade point average calculation.

- ✓ It is the responsibility of the postsecondary institution to distribute grades to its students.
- ✓ It is the student's responsibility to order or obtain an official college transcript. High schools will not issue report cards to full-time dual enrolled students.
 - If college transcript is not received, a grade of NTR (no transcript received) will be entered as the grade...grade % and GPA value will be 0 (zero).

Initials _____ / _____

IX. *Other GA Dual Enrollment Program Topics*

- ✓ **Failing a GA Dual Enrollment Program Course at End of Semester/Term**-When a GA Dual Enrollment Program course is failed, the student must meet with the school counselor to determine appropriate options to recover credit.
- ✓ **Taking Courses at Two Postsecondary schools or Transferring from one Postsecondary Institution to Another**-Students may take courses during the same semester at different postsecondary institutions or may transfer between semesters from one institution to the other.
- ✓ **Transportation and Additional Expenses**- Students and parents must provide their own transportation for classes taken on the college campus. Items *other than* tuition, mandatory fees, and books are the responsibility of the student and parent/guardian under the GA Dual Enrollment Program.
- ✓

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✓ **It is the student's responsibility to:**

- complete a GA Dual Enrollment Program application each in the GA Dual Enrollment Program.
- follow the admission procedures/requirements for each university or college
- follow the rules and regulations of the college and the Rockdale County Code of Conduct
- view the high school's Code of Conduct video and sign and return code of conduct and emergency forms to high school.
- check in daily upon arrival to high school (attendance office or designated area)
- communicate with the high school counselor regularly throughout the semester
- provide the high school counselor with a copy of the college schedule
- receive advanced approval from the counselor to enroll in or withdraw from a class or change colleges
- arrange an appropriate high school/college schedule as agreed upon by high school counselor
- provide accurate information (Falsifying, misrepresenting, or knowingly furnishing false information may lead to removal from the program.)
- follow the school's check in and out procedures
- remain in contact with club or organization sponsors (i.e. National Honor Society, Beta, Lacrosse, etc.) to ensure maintaining eligibility for membership and participation
- keep informed of high school class activities including (Seniors) graduation activities and announcements (fitting of robes, fees, notification of participation in graduation ceremony, etc....); and, (all students) class obligations and activities.
- balance high school and college schedule; students are notified in advance of testing (i.e.. Milestones) days and must communicate with their professors about their high school obligation. It is the student's responsibility to immediately notify his/her counselor about any unresolved college/high school schedule conflicts.

Initials _____ / _____

X. Counseling and Advisement

Where to locate list of eligible institutions, GA Dual Enrollment Program approved courses from GA Dual Enrollment Program directory, transferable credits, and graduation requirements

- ✓ Name of contact person of local post-secondary institution and/or websites
- ✓ Procedures for scheduling approved courses, including completed online GA Dual Enrollment Program Georgia Student Finance Commission application process along with the STARS approval process.
- ✓ Impact of the program on a student completing the course(s), graduation requirements, and class rank
- ✓ Consequences of course incompleteness or failure...a student in the GA Dual Enrollment Program who drops any course must notify the counselor immediately in writing and by phone.
- ✓ Eligibility information for extracurricular activities
- ✓ Academic responsibilities of student and parent
 - High School Course Credits Earned to meet High School Diploma/Graduation Requirements
 - EOC assessments (9th Grade Literature & Composition, GSE Algebra I, Geometry and Biology)

Graduation

- ✓ Graduation may be delayed, and GPA will be impacted if a student either fails or withdraws from a course needed for graduation because:
 - ✓ Students may not be able to enroll in a high school or college course that will allow them to graduate on time. In many high schools/colleges, courses are offered on a rotational basis; therefore, not every course is offered every semester.
 - ✓ Students will re-enter the high school having missed the course content presented in the high school class(es) prior to their enrollment. This may hinder satisfactory progress in the high school class.

Initials _____ / _____

I, student and parent, have read and understand the above information and requirements:

- Student advisement meeting
- Received acceptance into the GA Dual Enrollment Program college/university
- Complete GA Dual Enrollment Program Funding application on gafutures.org AND RCPS GA Dual Enrollment Program Advisement Contract
- Enroll in GA Dual Enrollment Program courses at college/university
- Provide counselor with GA Dual Enrollment Program college schedule

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IEP/504 Information

Are students with disabilities required to meet the admission criteria? Yes. Admission criteria and prerequisite courses are determined by the individual postsecondary institution. **Do accommodations listed in the student's IEP apply to college classes? No.** Reasonable accommodations that allow equal access will be determined by the college. Students as well as parents must understand that not all accommodations, services and/or supports available at high school will be deemed necessary at the college level. **Does the IEP team make decisions about accommodations provided in the college classes? No.** The IEP plays an important role in recommendations and documentation for requested accommodations but the decision rests with the receiving college. **How will compliance with Individuals with Disabilities Education Act (IDEA) be addressed in dual enrollment programs?** Services will be covered by 504/ADA. IDEA requirement for a free and appropriate public education (FAPE) do not apply to the postsecondary level. Services described in the IEP would not be ensured with college course work completed through dual enrollment. The student would continue to receive accommodations, services and supports outlined in the IEP for all high school course work. **How are accommodations secured for dual enrollment courses?** The student must: · Apply to the Office of Disability Services at the college to self-identify the disability · Request accommodations and provide necessary supporting documentation · Follow other required steps as identified by the postsecondary institution · The special education case manager should assist the student and family in this process as a transition service. **If a student requires interpreter services or text in alternate format, does the college provide the services or does the high school?** The college is responsible for providing accommodations for the college class. **Is the student with a disability held to the same grade requirements as other students? Yes.** Students with disabilities will be required to meet the same academic and behavioral standards.

Please note: Guidelines, rules, and procedures are subject to change based on Georgia legislation, Georgia Department of Education policy, Georgia Student Finance Commission guidelines, rules, and regulations, and Board of Regents and Technical College System of Georgia regulations.

Parent's/Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

School Counselor's Signature: _____ Date: _____

Notes:

RCPS does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its educational programs, employment practices, or other services and activities.