



DE District Exceptions for Students

District Exception Information:

Most students who participate in Dual Enrollment will complete classes that roughly match the high school transcript and follow a traditional path. However, there are four exceptions that are allowed with Dual Enrollment that require an extra step of approval. If a student is wanting to take more than 8 credits in a calendar year, which usually involves taking courses outside of their 4 scheduled periods, then this needs to be approved at the district level. Taking additional classes in a year or a semester are represented below in Options 1-3. The other option is for students to pay for Dual Enrollment classes themselves after they have exceeded 30 hours of DE Credit. This option, named Option 4 below, also requires district approval.

Option 1: Approval of 8.5 Credits or More in Academic Year

This exception is used for the following:

- **Plan A:** Student is full time at PSI (Post Secondary Institution) and is enrolled in 12 or more college hours (minimum of 4 college courses) each semester or is enrolled in courses during the fall, spring and summer terms (Terms 1 - 6). Total number of credits in one academic year will exceed 8.5 credits or more.
- **Plan B:** Student is in a combination of college and high school courses (part-time status in each location) and will exceed 8 credits (8.5 credits and above) in an academic year.
- **Plan C:** Student is a transfer student from an accredited school and 8.5 credits (including DE Credits) or more in an academic year are needing to be updated in IC transcript history per sending school transcript.
 - For Plan A & B: document is due to Director of Counseling and Guidance no later than the last day of the Fall semester for Spring Term DE students and no later than the last working day in April for Summer Term DE students.
 - For Plan C. document is completed at time transcript history is updated in IC within 30 days of Enrollment Tab Start Date.
- Exceptions to the limit of eight (8) Carnegie units is in **IED Board Policy** and require additional approval

Option 2: Full-time High School Student + DE Courses Taken Outside of the High School Day

This exception is used for the following:

- Approval is needed each semester (Fall and/or Spring) for this exception.
- It is not recommended that a student take a full schedule of high school courses and add one or more Dual Enrollment courses. For students who take DE courses in addition to a full high school schedule of courses, the following statements must be reviewed with both student and parent in a face-to-face advisement conference completed by the counselor (see below). This conference may be in conjunction with the completion of the DE Participation & Advisement Agreement Meeting.
 - I understand that taking DE courses beyond the school day will be challenging and thus takes a certain maturity level to be successful.
 - I understand that some competitive postsecondary schools prefer to see rigorous courses taken at the high school such as Advanced Placement courses rather than DE Courses.
 - I understand that if I withdraw from a DE course(s), a grade of 69 will be recorded on my high school transcript for the course.

- Counselors: Ensure that a copy of the IC Transcript and the DE Schedule is included in this document. In addition, you must update the DE Spreadsheet on the counselor's drive.

Option 3: Full-Time DE Student (12 or more Hours) Plus High School Courses

This exception is used for the following:

- Approval is needed each semester (Fall and/or Spring) for this exception.
- It is not recommended that a student take a full schedule of DE courses and add a high school course(s). For students who are full-time at the college or technical college (12 or more hours and a minimum of 4 DE courses) and are requesting that an additional high school course(s) be added to the student's IC schedule, the following statements must be reviewed with both student and parent in a face-to-face advisement conference completed by the counselor. This conference may be in conjunction with the completion of the DE Participation & Advisement Agreement Meeting.
 - I understand that taking 12 or more hours (minimum of 4 college courses) of DE courses will be challenging and thus takes a certain maturity level to be successful.
 - I understand that some competitive postsecondary schools prefer to see rigorous courses taken at the high school such as Advanced Placement courses rather than DE Courses.
 - I understand that if I withdraw from a DE course(s), a grade of 69 will be recorded on my high school transcript for the course. Moving from full-time DE status to part-time DE status often means I will have to take a minimum of one full credit of high school courses.
- Counselors: Ensure that a copy of the IC Transcript and the DE Schedule is included in this document. In addition, you must update the DE Spreadsheet on the counselor's drive.

Option 4: Self-Pay

This exception is used for the following:

- Once a student reaches 30 hours of Dual Enrollment Credit, then they may choose to remain enrolled at the High School while still taking College Courses. This is allowed, but the funding of those courses will come from the parent/student instead of from the state.
- All students taking more than 30 hours will be responsible for ALL expenses once this 30 hour cap is hit.
- Students with less than 30 hours of Dual Enrollment Credit will not be allowed to take College Courses that will end up on the High School Transcript. Only students who have reached the 30 hour cap are eligible for self-pay courses that will count towards both the college transcript and the high school transcript.
- Filling out the DE District Exceptions permission sheet is important to document self-pay courses and relay the understanding to the students and parents that they are responsible for the expenses beyond 30 hours.

**The DE DISTRICT EXCEPTIONS form is the following page.
This is only for those students wanting to do Options 1-4 above.**



DE District Exceptions for Students

THIS FORM IS ONLY FOR STUDENTS REQUESTING A DUAL ENROLLMENT EXCEPTION (SEE PAGES 7 TO 8).

This form must be received by the Director of Guidance & Counseling by the 8th day of school for any semester and an IC Transcript & DE Schedule must be attached to the documentation.

Student Name:	Student ID:
Counselor Name:	Date:
IC Transcript Attached? YES NO	DE Schedule Attached? YES NO

Application for Approval:

- _____ **Option 1: Approval of 8.5 Credits or More in Academic Year**
 _____ **Plan A** (Full Time DE)
 _____ **Plan B** (Part-Time DE, Part-Time HS)
 _____ **Plan C** (Transfer Student with DE)
- _____ **Option 2: Full-time High School Student + DE Courses Taken Outside of the High School Day**
 _____ **Additional Hours Applied for (Give # of College Hours)**
- _____ **Option 3: Full-Time DE Student (12 or more Hours) Plus High School Courses**
 _____ **Additional Number of High School Credits Applied for (List # of credits wanted)**
- _____ **Option 4: Self-Pay Course.**
 _____ **How many Self-Pay Courses is this student taking this semester/year.**

Acknowledgment and Signatures:

By signing below, we acknowledge that the statements above have been reviewed and the signatures below indicate that student and parent are accepting full responsibility for enrolling students in options 1, 2, 3 or 4 as indicated above. *The high school DE spreadsheet lists all DE course information for applicable students. The IC schedule and GAfutures/STARS match DE spreadsheet information for the student.*

Approval Signatures	Signature	Date
Student Signature:		
Parent's Signature:		
Counselor's Signature:		
Received at District Office (from Counselor to Dir. of Guidance & Counseling)		
Director of Counseling and Guidance Signature:		
Executive Director of High School Signature:		
Email sent from Director of Guidance & Counseling to School Counselor, indicating Approval/Non-Approval of this document.		