



FORSYTH COUNTY SCHOOLS

Dual Enrollment Student Advisement Plan

Student's Name _____ Date of Birth _____

Anticipated Graduation Date _____

Current Grade Level _____

Student Deadline for 2022-23 School Year: April 29, 2022

The Dual Enrollment Program provides opportunities for eligible students in grades 10-12 to enroll part-time or full-time in postsecondary institutions and take college courses to earn both high school and college credit. Eligibility concludes at the end of the spring term of the student's 4th year of high school whether the student graduates or not based on funding caps established by the state of Georgia.

Parent/Guardian and Student must sign after each section below where indicated.

Eligibility and General Information

- **Eligible 11th and 12th grade students** may take any approved Dual Enrollment courses listed on the Course Directory, at an eligible participating in state postsecondary institution (USG, TCSG or private).
- **Eligible 10th grade students** may enroll in approved Career, Technical and Agricultural Education (CTAE) courses listed on the Course Directory at a participating TCSG institution only. Eligible 10th grade students who have a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, may enroll in any approved courses listed on the Course Directory at a TCSG, USG or private eligible participating postsecondary institution.
- **9th Graders:** Students in the 9th grade are not eligible to participate in the Dual Enrollment Program. Only students in grades 10-12 are eligible.
- **Option B** provides qualified students an alternate path to high school graduation. The Option B path to a high school diploma is designed for those students who have already chosen a career path in which they will be ready to begin work upon earning either 1) two Technical Certificates in one of several eligible career pathways, 2) a technical diploma or 3) an associate degree while simultaneously completing the 9 required high school courses to earn a high school diploma.
- A student must be approved by the high school at which he or she is enrolled in order to participate in Dual Enrollment.
- The student and student's +parent/guardian must complete the Forsyth County Dual Enrollment Student Advisement Plan prior to applying to the postsecondary institution.
- The student must additionally complete the postsecondary institution admission process and be accepted and approved by the participating postsecondary institution.
- Prior to participating in Dual Enrollment, as part of the application process, the student's parent/guardian must complete the Student Participation Agreement (SPA) through gafutures.org
- All postsecondary coursework must be completed prior to high school graduation in order to receive Dual Enrollment credit and funding. No 12th grade student can take a Dual Enrollment course beyond his/her fourth year as well as their graduation date.
- The student must remain in "Good Academic Standing" at both the college and high school to remain in the program.
- The student's Individual Graduation Plan must be updated to reflect the plan of study through the Dual Enrollment Program. A transcript audit must be completed and all related information reviewed.
- Dual Enrollment expectations and responsibilities have been shared by the school counselor and all student and parent/guardian questions/concerns have been discussed.
- Any student participating in dual enrollment college courses does so with the knowledge that the course work may be more rigorous and challenging than high school courses. Each student is held to a higher degree of independent responsibility and accountability than in regular high school classes. Communication from the postsecondary institution will be with the student and not the parent/guardian.
- Dual Enrollment classes follow the respective college calendar.
- Each student must provide his or her own transportation for classes taken on a college campus.
- All items, other than tuition, institution fees, and books, are the responsibility of the student and parent/guardian under the Dual Enrollment Program.
- Each student may take courses during the same semester at different postsecondary institutions or may transfer between semesters from one institution to another.
- Dual Enrollment **summer** courses are available for 10th and 11th grade students. **NOTE:** During summer semester if a student drops a course, a failing grade will be posted on the student's transcript.

Parent/Guardian Signature

Student Signature

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Post Secondary Dual Enrollment Institution Admission Requirements

- The student must apply to the eligible postsecondary institution as a Dual Enrollment student in order to be considered for admission and participation in the Dual Enrollment Program.
- The parent/guardian and student understand admission requirements and deadlines at selected Dual Enrollment postsecondary institutions including SAT, ACT, grade point average, minimum age requirement.
- Students must communicate directly with admissions and college representatives for up-to-date requirements as well as refer to the institution's admissions website for additional information.
- The parent/guardian and student understands that Board of Regents schools may not accept Accuplacer testing requirements and entrance scores for admission into any of the college programs.
- The parent/guardian and student understand that any questions regarding transfer courses should always be answered via this website: GAtracs(www.gafracs.org)
- The parent/guardian and student understand that diploma-level courses at a technical college do not transfer to USG institutions.
- The parent/guardian and student understand that transfer courses completed via the Dual Enrollment Program to an out-of-state institution may or may not be accepted. Students must research this topic with admissions staff at an out-of-state institution.
- The parent/guardian acknowledges that the U.S. Department of Education requires that all post-secondary 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 Dual Enrollment students.

Parent/Guardian Signature

Student Signature

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Course Selection/Registration

- All Dual Enrollment courses must be approved by the school counselor using the Forsyth County Schools Advisement Plan.
- Course registration must be completed through the college advisor. Your high school counselor can not register you for dual enrollment courses.
- The course directory for eligible dual enrollment courses can be found on [gafutures.org](https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/course-directory-2020-2021-be-ginning-summer-term-2020/):
<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/course-directory-2020-2021-be-ginning-summer-term-2020/>
- To ensure the accuracy of your high school schedule, please register for your dual enrollment classes before the first day for each semester of Forsyth County Schools. The earlier you register for your classes the more likely you are to get the courses and/or format you want.
- **The eligible Dual Enrollment student *must contact the high school counselor for approval before any course/schedule changes can be made.*** In addition, the school counselor must be advised by the student if the course is an online course. Failure to notify the high school counselor of course changes could affect the student's ability to remain in the Dual Enrollment Program. All Dual Enrollment courses and the course grade will become part of the student's high school permanent transcript.
- Postsecondary Institutions may have mandatory orientations, events, trainings, etc. that are a requirement

Parent/Guardian Signature

Student Signature

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Withdrawals/Dropping Courses

- At any time during the semester that a student wants to withdraw from a dual enrollment course, the student must first communicate with the counselor by email, phone, or in person prior to withdrawing from the Dual Enrollment course. Once notified, the counselor takes this opportunity to work with the student and parent and explores different options and makes the best decision regarding the student's coursework.
- Students may drop/add courses within the drop/add window of their respective Dual Enrollment postsecondary institution. Parent/Guardian and student understand the importance of working with the school counselor prior to withdrawing from a Dual Enrollment course. In each individual student's case every attempt is made to match the course with either a course taught at the high school or online.
- The parent/guardian and student acknowledge that should a participating Dual Enrollment student choose to withdraw from a college course, the high school will make its best attempt to place that student in a corresponding high school course to meet course completion and/or graduation requirements. If no corresponding course or credit recovery is possible, the high school counselor updates transcript history with a failing grade for the course which will be posted on the high school permanent record/transcript. Upon withdrawal, a grade of a "59" will be recorded on the high school transcript until the comparable course is completed. See more information in the grading section below.

(Withdrawals/Dropping Courses Continued from page 2)

- Each postsecondary institution has their own deadlines for dropping and withdrawing a course. It is the dual enrollment student's responsibility to be mindful of these dates.
- It is important to attend all courses and failure to do so may result in withdrawal from the course.
- A student may not receive funding to repeat or retake a course.
- A student is no longer eligible to continue to receive program funding after withdrawing from Dual Enrollment course(s) two (2) times.

Parent/Guardian Signature

Student Signature

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Grading/Recording

- Grading Scale: Most colleges will report an official letter grade on the college transcript. The following grading scale is applied to dual enrollment courses: A- 95% B- 85% C- 75% D-70% F-59%.
- A quality point (1.0) will be added to course weighting for a DE course for A's, B's, and C's on the Forsyth County Schools High School Transcript.
- The link for Dual Enrollment HOPE GPA calculations can be found here : <https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/hope-scholarship/initial-academic-eligibility/hope-gpa-calculation/>
- The numeric grade posted **for a withdrawn course** depends upon what is posted on the students' college transcript. If a DE course is in the student's schedule, a "W" (student withdrew prior to final withdrawal date for the course) = 60, A "WP/WF" (student withdrew after the final withdrawal date for the course) = 59 unless a comparable course is completed. Please note that summer courses are not eligible for a comparable course.
- When a student fails a dual enrollment course, the student is not approved to take the same course again under the Dual Enrollment program.
- A student participating in the High School Post-Secondary Graduation opportunity option must complete all state-required coursework and any state-required assessments associated with these courses per the GADOE assessment guidelines/requirement; whether courses are taken at the high school or through Dual Enrollment. Requirements for this option will be discussed by the high school counselor during the advisement session.
- A Dual Enrollment course taken with a lab will only count for one period in my high school schedule.
- Dual Enrollment courses will be rigorous courses but not all Dual Enrollment courses count as HOPE Rigor.

Parent/Guardian Signature

Student Signature

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Funding

- All students are responsible for checking their funding hours through gafutures.org.
- The Dual Enrollment Funding Cap is 30 semester or 45 quarter hours.
- The Funding Cap is a hard cap based on hours paid by the Dual Enrollment funding program for terms of enrollment (as invoiced by the postsecondary institutions)
- Upon reaching the 30 semester or 45 quarter hours program Funding Cap, a student may qualify for HOPE Grant Bridge and HOPE Career Grant funding or may choose to self-pay
- The Funding Cap does not include dual credit coursework attempted and paid by other sources.
- Public high school students, designated by their high school, as pursuing High School Graduation Option B (SB2) starting Summer term 2020 or after are subject to the Funding Cap.
- Public high school students designated by their high school, as pursuing High School Graduation Option B (SB2) as of Spring term 2020, may continue to complete their pathway while participating in the Dual Enrollment funding program and are not subject to the Funding Cap.
- Dual Enrollment funding per term is a maximum of 15 semester or 12 quarter hours and a maximum of three semesters or four quarters per award year based on approved enrollment and available Funding Cap hours.
- Public high school students, designated by their high school, as pursuing High School Graduation Option B (SB2) starting Summer term 2020 or after are subject to the Funding Cap.
- A student who meets their funding cap for Dual Enrollment and continues in the Dual Enrollment program through Self Pay, must be scheduled in the minimum number of courses to be considered full time by Forsyth County Schools regulation.
- A Self Pay Dual Enrollment course in the high school schedule will be posted to the Forsyth County Schools transcript.
- A Self Pay Dual Enrollment course that is not in the student schedule will not be posted to the Forsyth County Schools transcript.

Parent/Guardian Signature

Student Signature

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Advisement

All Forsyth County Schools dual enrollment students who wish to participate in dual enrollment **must have an advisement conference** with the school counselor each semester/term (fall, spring, and/or summer). Students must complete both the Fall Semester Advisement Plan and the Spring Semester Advisement Plan in collaboration with their school counselor before the Forsyth County School Dual Enrollment registration deadline. If students participate in summer Dual Enrollment, then a summer advisement meeting with the school counselor and Advisement Plan must be completed.

Fall Semester

Course Name (ex. ENGL 1101, etc)	GAFUTURES Funded	Self Pay In Schedule	Self Pay out of Schedule

Spring Semester

Course Name (ex. ENGL 1101, etc)	GAFUTURES Funded	Self Pay In Schedule	Self Pay out of Schedule

Summer Semester

Course Name (ex. ENGL 1101, etc)	GAFUTURES Funded	Self Pay out of Schedule

- **GaFutures Funded:** School Counselor will approve funding from available funding hours on the gafutures platform. These courses will be on the Forsyth County Schools schedule and will be posted on the Forsyth County transcript.
- **Self Pay In Schedule:** School Counselor will make sure the course aligns to a course in the Gafutures Course Directory. These courses will be the student's responsibility for funding. These courses will be in the Forsyth County schedule and will be recorded on a Forsyth County Transcript.
- **Self Pay Out of Schedule:** These courses will not be considered part of the Forsyth County Schools schedule and will not be posted to a Forsyth County Schools transcript.
- Please note that if the course is NOT in the GAFutures Course Directory and the student is self pay, then this is considered Joint Enrollment and is not reported on this form nor is it part of the high school schedule or transcript.
- Students must meet the required scheduling practices of Forsyth County Schools.

Dual Enrollment Participation Signatures

With my signature below, I am agreeing that I have read through the Forsyth County Schools Advisement Packet. I have also signed below each box above where indicated on the document.

I (Parent/Guardian), _____, hereby grant permission for the college/university to release information (Student Name) _____ of my enrollment and grades, including class schedules and transcripts, to my high school counselor, principal or Forsyth County central office personnel, for the purpose of verifying my high school graduation requirements. This release will remain in effect throughout my enrollment as a Dual Enrollment student.

Student Name Printed _____ Date _____

Student Signature _____

Student Phone Number _____ Student Email _____

Parent/Guardian Name Printed _____ Date _____

Parent/Guardian Signature _____

Parent/Guardian Phone Number _____ Parent/Guardian Email _____

School Counselor Name Printed _____ Date _____

School Counselor Signature _____

School Counselor Phone Number _____ School Counselor Email _____