

# FORSYTH COUNTY SCHOOLS

## Dual Enrollment Student Advisement Plan



Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student's High School Name \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_ Current Grade Level \_\_\_\_\_

**Student Deadline for 2021-22 School Year: April 30, 2021**

The Dual Enrollment (DE) 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 4<sup>th</sup> year of high school whether or not the student graduates or based on funding caps established by the State of Georgia.

### Student Eligibility

- A student must be enrolled in and physically attending a participating eligible public or private high school in Georgia or an eligible participating home study program in Georgia.
- A student must be approved, by the participating high school or home study program at which he or she is enrolled, to participate in dual enrollment.
- Prior to participating in Dual Enrollment, as part of the application process, the student and student's parent/guardian must complete the Student Participation Agreement (SPA).
- A student must have completed the admission process and been accepted and approved by the participating postsecondary institution.
- All postsecondary coursework must be completed prior to high school graduation or home study completion in order to receive Dual Enrollment credit and funding.

### Grade Level Eligibility

#### 11th & 12th Graders

- Eligible students may take any approved Dual Enrollment courses listed on the Course Directory, at an eligible participating postsecondary institution (USG, TCSG or private).

#### 10th Graders

- Eligible students may enroll in approved Career, Technical and Agricultural Education (CTAE) courses listed on the Course Directory at a participating TCSG institution only.
- Eligible 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.

*Note: GSFC must have the required test score(s) on file prior to the student completing the Dual Enrollment funding Application and the high school or home study approving courses.*

**9th Graders:** Students in the 9th grade are not eligible to participate in the Dual Enrollment funding Program.

### Public High School Students pursuing High School Graduation with Option B

Public high school students, designated by their high school, pursuing High School Graduation Option B (SB2) as of Spring term 2020, may enroll in any approved Dual Enrollment courses at a TCSG, USG or private eligible participating postsecondary institution.

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.

### Course Retake & Withdrawals

- 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.

## Funding Cap Eligibility

- 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).
- The Funding Cap does not include dual credit coursework attempted and paid by other sources.
- The Dual Enrollment Funding Cap is 30 semester or 45 quarter hours for students who received Dual Enrollment funding for 18 semester or 27 quarter or less hours, through Spring term 2020.
- The Dual Enrollment Funding Cap for students who received Dual Enrollment funding for 19 semester or 29 quarter or more hours, through Spring term 2020, is extended for an additional 12 semester hours or 18 quarter hours of funding.
- 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.
- 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.

**Note: Copies of this completed form should be provided to the students, parents/guardians, and respective postsecondary institution(s). Important! Students & Parents MUST sign the Participation Agreement online through GAFutures.**

**Note: This completed form should not be forwarded to the Georgia Department of Education or the Georgia Student Finance Commission.**

### I. 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 Dual Enrollment program. A transcript audit has been completed and all related information reviewed.

\_\_\_\_\_ Student must remain in "Good Academic Standing" at both the college and High school to remain in the program.

\_\_\_\_\_ **The eligible Dual Enrollment student must contact the high school counselor for approval before any course/schedule changes can be made during the semester/quarter.** Also, 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 students' 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.

\_\_\_\_\_ The student and parent(s) or guardian(s) acknowledges 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 entered on the high school permanent record/transcript.

\_\_\_\_\_ Dual Enrollment expectations and responsibilities have been shared by the school counselor and all student and parent/guardian questions/concerns have been discussed.

\_\_\_\_\_ 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.

\_\_\_\_\_ \*\*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.

I, \_\_\_\_\_, hereby grant permission for the college/university to release information (Student Name – Please Print) 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.

\*Note: The numeric grade posted depends upon what is posted on the students' college transcript. A "W" (student withdrew prior to final drop date for the course) = 60, A "WP/WF" (student withdrew after the final drop date for the course) = 59.

**II. Dual Enrollment Semester/Quarter of Participation**

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

**III. High School Courses for Credit Through DE**

Final schedule will be determined by high school and college course schedules.

Check Below: (Maximum of 15 Semester or 12 Quarter Hours Per Term Funding Limit)

\_\_\_\_ Part Time DE Student (Combination of DE & HS Courses)

\_\_\_\_ Full Time DE Student (DE Courses: Minimum of 12+ Hours with at least 4+ Postsecondary Courses)

<b>High School (HS) Course Name</b> On the transcript, use the PS college course name, i.e., UGA English Composition I	<b>HS Course # from DE Catalog</b> Always use HS # unless it causes a duplicate course # error - or there is no HS #.	<b>Post-Secondary (PS) Course Name</b> i.e., UGA ENGL 1101 or Mercer MATH 1111	<b>Term/Year:</b>

**IV. Option B – High School Postsecondary Graduation Opportunity (formerly SB2)**

To be completed ONLY by students pursuing their high school diploma through these alternate requirements:

<https://bit.ly/DEOptionB>

Check below indicating which post-secondary credential will be earned:

\_\_\_\_ Associate’s Degree

\_\_\_\_ Technical College Diploma

\_\_\_\_ Two (2) Technical College Certificates (TCCs) on Approved SB2 list <https://bit.ly/DEOptionBareas>

Program Study/Major in which PS credential will be completed \_\_\_\_\_

Anticipated Completion Date \_\_\_\_\_

**V. Dual Enrollment 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 \_\_\_\_\_

**\*Note:** Copies of the agreement must be kept on file by both the college, high school counselor, and the dual enrollment student.

## VI. General Information

1. Dual enrollment classes attended on the college campus follow the college calendar. Dual enrollment classes attended on the high school campus during their scheduled school day follow the high school calendar.
2. Students participating in dual enrollment 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.

## VII. Notes

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). The law requires the advisement session is to take place with the high school counselor, parent and student. It is the responsibility of the school counselor to abide by FCS board policy IDCH and to discuss all information from the following topics with **the student and parent/guardian in a dual enrollment conference**:

### Important Considerations

- ✓ **Required SAT/ACT testing has been completed or is scheduled.**
- ✓ **Academic Rigor**-Understanding that DE courses will be rigorous courses, but not all DE courses count as Hope Rigor.
- ✓ **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).
- ✓ **Mandatory Student Events and Trainings**-Participating in mandatory orientations or other events set up the postsecondary school.
- ✓ **Maturity Level**-Making certain that the student's social and emotional maturity level is such that the student will be successful in dual enrollment.
- ✓ **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.

### Eligibility

- ✓ **10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> Grade Student**- Understand that only students in grades 10-12 are eligible. No 12<sup>th</sup> grade student can take a DE course beyond his/her fourth year as well as his/her graduation date.
- ✓ **Admissions Requirements**-Understanding by parent and student regarding admissions requirements at selected DE college, university and/or technical college.
  - ✓ Understanding that there are SAT/ACT and 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 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.
  - ✓ 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.
  - ✓ Knowing that any questions regarding transfer courses should always be answered via this website: GAtacs. Link is: [www.gatracs.org](http://www.gatracs.org)
  - ✓ Diploma-level courses at a technical college do not transfer to USG institutions.
  - ✓ Understanding that transfer courses completed via the DE program to an out-of-state institution may or may not be accepted, thus, student must research this topic with admissions staff at an out-of-state institution.
- ✓ **Transcript Audit and Evaluation**-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.

### Dual Enrollment Courses

- ✓ **Courses**-Courses taken must be approved by the school counselor. Note the DE Course directory on [GAFutures.org](http://GAFutures.org). The link is: <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/course-directory-2020-2021-beginning-summer-term-2020/>
- ✓ Both virtual/online courses and traditional dual enrollment courses must be approved by the school counselor for the DE Program.
- ✓ **Online Courses**-Online dual enrollment courses, if approved, by the school counselor hold unique challenges for students. Students must do the following:
  1. Notify school counselor of the course or courses that are 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 direct conflict with any other high school or DE 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 and/or alarms on mobile device, etc.

**Withdrawing from a DE Course**

**Withdrawing/Dropping Dual Enrollment Courses-Very important!** At any time during the semester that a student wants to withdraw from a dual enrollment course, the student must immediately (within 24 hours) notify the school counselor at the high school in writing as well as by phone. **Communication with the school counselor must be completed prior to withdrawing from the DE 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 10 days of semester/quarter start date. If a student does not withdrawal from a course after 10 days of start date, the student receives a course grade of 59.

Each DE scenario below must be reviewed with both the student and parent prior to each semester so that student and parent understand the importance of working with the school counselor prior to withdrawing from a DE 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.

**Other DE Topics**

- ✓ **Failing a Dual Enrollment Course at End of Semester/Term**-When a dual enrollment course is failed, the student is not approved to take the same course again under the DE program. The student can be approved to take the same course as a credit recovery course from an online provider, if available, or through the regular course at the high school.
- ✓ **Summer**-DE courses are available Summer 2020 for 10<sup>th</sup> and 11<sup>th</sup> grade students. **NOTE:** During summer semester if a student drops a course, a failing grade will be posted on the students' transcript.
- ✓ **Taking Courses at Two Postsecondary Institutions 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 must provide their own transportation for classes taken on a college campus. Items other than tuition, mandatory fees, and books are the responsibility of the student and parent/guardian under the DE Program.

I, student and parent, have read and understand the above information and requirements. I, student and parent, have participated in an advisement conference with the school counselor.

*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/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:**