

Paulding County School District
Dual Enrollment for FY19

DE-Form 1



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 _____

Dual Enrollment Student Participation Agreement FY 2019

The Dual Enrollment Program provides opportunities for eligible students in grades 9-12 to enroll part- or full-time in postsecondary institutions and take college courses to earn both high school and college credit.

*Note: Copies of this completed form will be provided to the students, parents/guardians, and respective postsecondary institution(s).
Note: This completed form will 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 either has been or will be updated to reflect the plan of study through the DE program. A transcript audit has been completed and the MYAP Progress Tab information has been reviewed.

_____ **The eligible DE 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.** Also, the school counselor must be advised by the student if the course is an online course. All DE courses and the course grades will become part of the student's high school permanent (official) transcript.

_____ The student and parent(s) or guardian(s) acknowledges that should a participating DE 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 or credit recovery opportunity to meet course completion and graduation requirements. If no corresponding course or credit recovery opportunity is possible, the high school counselor updates transcript history with a 69 for the DE course. **See Section VI, Withdrawing from a DE Course.**

_____ DE 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 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 DE students.

_____ ****A student participating in the Senate Bill 2 Option 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 DE.**

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

release information of 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 Dual Enrollment student.

****Senate Bill 2 early graduation course and program requirements will be explained by the high school counselor during the advisement session.**

II. Dual Enrollment Semester/Quarter of Participation: This document is required each semester/quarter

TERM: _____ YEAR: _____

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

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III. High School Courses for Credit Through DE-- Final Schedule Will Be Based on College Course Availability

Check Below:

____ Part Time DE Student (Combination of DE + High School course(s) to equal full high school schedule)

____ Full Time DE Student (DE Courses-Minimum of 12+ Hours with at least **4+** Postsecondary Courses)

HS Course Number (CIP Code)	HS Course Name	College Course Number DE Directory	College Course Name DE Directory

IV. Students Pursuing Senate Bill 2 Option

Check Below

____ Associate's Degree

____ Technical College Diploma

____ Two (2) Technical College Certificates (TCCs)

Program Study/Major _____

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 _____

VI. General Information

1. DE classes attended on the college campus follow the college calendar and DE classes attended on the high school campus during their scheduled school day follow the high school calendar.
2. Students participating in DE 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 high degree of independent responsibility and accountability than in regular high school classes.
3. Students may be responsible for additional costs, such as course or lab fees/supplies, and/or fees charged for late or damaged textbooks.
4. Only full-time DE students are eligible to take PE at any USG institution. PE courses are not available to DE students at TCSG institutions. Students must check with private institutions for their policies.

VII. Notes

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Paulding County School District DE Document (Pages 3-8)

All Paulding County School District 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 PCSD board policy IDCH and to discuss all information from the following topics with **the student and parent/guardian in a Dual Enrollment conference**:

I. Important Considerations

- ✓ **Required SAT/ACT testing has been completed or is scheduled.**
- ✓ **Academic Rigor**-Understanding that DE 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).
- ✓ **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 DE 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.

II. Eligibility

- ✓ **9th, 10th, 11th, or 12th Grade Student**-Understanding that students in grades 9-12 are eligible. A district student is eligible for the Dual Enrollment program after the first day in ninth grade (known as ninth grade enter date in Infinite Campus). No 12th 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
 - ✓ Diploma Level courses at a technical college do not transfer to USG institutions.

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- ✓ 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. For a fourth-year high school student, this also includes the creation and review of the Senior Letter by the school counselor with student and parent.

III. Dual Enrollment Courses

- ✓ **Courses**-Courses taken must be approved by the school counselor. **Note the DE Course directory on [GAFutures.org](https://apps.gsfc.org/securenextgen/dsp_accel_course_listings.cfm). The link is: https://apps.gsfc.org/securenextgen/dsp_accel_course_listings.cfm**
- ✓ Both virtual/online courses and traditional dual enrollment courses must be approved by the school counselor for the DE Program.
- ✓ **Online Courses**-Online DE 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.I understand the above four items regarding taking DE online courses:

Student's Signature _____ Parent's Signature _____

- ✓ **DE for Dual Enrollment is in the course title of each dual enrollment course on the high school transcript.** Duplicate core academic courses are given an Elective category on high school transcript (exception for fourth year science courses). The same dual enrollment course cannot be taken a second time per GADOE. **See Chart in Section V.**

IV. Dual Enrollment-Application and Approval

- ✓ **DE Online Application and Approval (STARS approval by school counselor)**-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.
 - ✓ Making certain that DE Form 1 participation agreement is signed once advisement has taken place included on **pages 1 - 2** of this document.
 - ✓ Filing completed documentation
- ◆ **Full and Part-time Status for DE**-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**-12 hours or more and a minimum of 4 college courses are completed at the college or technical college, with no courses taken at the high school. **A 12, 13, 14, or 15+ hour student takes no courses at the high school. Any exception to this statement requires district approval (Form 4 is used in addition to District Required Document, Form 1).** Student and parent understand a 15 or more hour college work load is challenging and district counselors do not recommend any DE student taking more than 15 college hours.
- ◆ **Full-time Status at High School Plus DE Course**-Requires district approval (Form 3 is used in addition to District Required Document, Form 1).
- ◆ **Part-time Status**-A DE student who is enrolled in 11 hours or less and attends part of the day at the high school.
 - ✓ All DE students must have a six FTE segment day in the schedule in IC. GADOE defines a DE part-time student as a student who is less than full-time at the college and taking a combination of DE and high school courses. The part-time student must be enrolled in a minimum of at least **4 full credit blocks of courses**. For example, 2 DE, one credit and 2 high school, one credit courses or 3 DE, one credit and one high school course must be scheduled for the student. Each DE course can only be counted as one course and thus, each DE course can only fill one segment of the student's high school schedule.

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- ◆ **DE Program Hours Earned**-Credit hours earned under DE program do not decrease the 127 HOPE paid hours or Zell Miller paid hours.

V. DE Courses and Credit Category Information

Courses-Courses are on the high school transcript with **DE** at the beginning of every course title, so that receiving institutions will know that this course is a Dual Enrollment/Dual Enrollment course.

Duplicate Courses with same CIP Code-These courses are not approved under GSFC DE regulations. Should a student need a duplicate course, the course may be taken as a Joint Enrollment course. Joint Enrollment courses are student/parent pay and are not DE program courses. Joint Enrollment courses are not posted to the high school transcript and thus, are only posted to the college transcript. Remember alpha CIP code courses are not considered duplicate courses.

See Course chart on final page of this document regarding credit category requirements. Counselor will answer any questions that you may have.

Science Lab Courses-Beginning Summer 2017 and thereafter, Science Lab courses are non-approved courses and thus, cannot be placed in a student's high school schedule or updated on the high school transcript. Thus, there will be no credit earned on a high school transcript for a one-hour science lab course. The college transcript will record this course and grade.

VI. 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 dual enrollment (DE) 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.

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.

Chart of Scenarios-Counselor must review any applicable scenarios.

Full-time DE Student 15 Hours or More	Student drops a course but remains full-time DE taking 12 hours or more.	The full-time DE student may take the same course at the high school or online. If course is not offered, the student is presented with other course options such as withdrawing from another course that is offered by the district. If it is not possible to take the same course or to withdraw from a different DE course, the student and parent may <u>petition</u> * for an Incomplete "I" to be updated in IC at the close of the current semester. The DE student must enroll in and complete the same course the following semester. If the student is a graduating senior, then, second semester of his/her senior year, the student will receive a 69 for the dropped course as there is no opportunity to take the same DE course prior to graduation.
Full-time HS Student who is taking 1 or more DE courses beyond the school day.	Student drops a course but remains a full-time high school student.	The full-time high school course student, who has added one or more DE courses beyond the school day, may <u>petition</u> * for an Incomplete to be assigned for a dropped DE course for the current semester. The student will enroll in and complete the same DE course the next semester (unless the student is a graduating senior). A second semester graduating senior will receive a 69 for the dropped course as there is not another opportunity to take the course prior to graduation.

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Full-time DE student who moves to part-time	12+ DE College Hours to 11 or fewer hours	For a student moving from <u>12 hours (full-time)</u> or more to <u>11 hours or less (part-time)</u> , the status of the DE student changes from full-time dual enrollment to part-time. When the student drops a DE course, the student must immediately enroll in the <u>same course</u> worth the same amount of credit at the high school and must be in a <u>full schedule of courses</u> . If the same course is not available as a traditional high school course or online, the student receives a 69 for the course in transcript history.
Part-time DE student and part-time high school course student	11 or fewer DE hours	When the part-time DE student drops a DE course, the student must immediately enroll in the <u>same course</u> worth the same amount of credit at the high school and must be in a <u>full schedule of courses</u> . If the same course is not available as a traditional high school course or online, the student receives a 69 for the course in transcript history.
Summer Term DE student	1 or more DE hours	There are no direct matches for summer term DE courses. Thus, a summer term DE student will receive a 69 in the DE course that he/she has dropped. Exception: If the GAVS course window opportunity is not closed for the same course, counselor may approve a GAVS course. GAVS online courses are parent pay in the summer and are \$250.00 per .5 credit and \$500.00 for one credit.

*Petition for Dropped Course (applicable only for full-time DE program students or full-time high school students who have added a DE course or courses beyond the school day):

The student and parent submit the request in writing to take the same DE course the next semester. If the petition is approved by the district an Incomplete grade in IC is permitted in the current semester and remains on transcript history for one semester. For a petition that is not approved by the district or for a student who does not complete the same DE course the following semester, the student will receive a 69 on the high school transcript for the dropped course. After successful completion of the DE course the next semester, the original course and "I" grade are removed from IC transcript history so that there will be no HOPE Scholarship errors and the student will be HOPE eligible.

I understand all information and implications regarding withdrawing from a DE course:

Student's Signature

Parent's Signature

VII. Transcripts and HOPE Scholarship

✓ Transcript Information

- ◆ **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.
- ◆ **Grades, Weighting of Grades and Credit Earned**-Effective July 1, 2014, students who entered 9th grade during August 2011, and for any subsequent year, **10 additional numeric points** are added to the grade of any successfully completed **Dual Enrollment core** course. Core courses include English, math, science, social studies, and/or world language courses. The additional 10 points are recorded as part of the weighted numerical average as converted and recorded on the transcript. The weighting of courses will impact class rank.
- ◆ **Non-Degree Core Courses at TCSG School**-Effective Fall FY17 these courses do not receive the 10 additional numeric point weight.
- ◆ The high school grading scale is:

A = 95	C = 75	F = 69
B = 85	D = 70	

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(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.)

Per PCSD Board Policy IDCH-

(f) 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

(g) Postsecondary quarter hour credit shall be converted to high school unit as follows: 1 to 3 quarter hour credits = .5 unit; 4 to 8 quarter hour credits = 1 unit

✓ HOPE Scholarship Impact

- ◆ **Dual Enrollment DE Core Academic Courses (electives and required)** count for HOPE Scholarship eligibility.
- ◆ **DE Non-Degree Core courses** taken at TCSG institutions do not count as core subjects for academic rigor or to be weighted by the Georgia Student Finance Commission.
- ◆ **DE 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**-Dual Enrollment hours do not count against the 127-hour limit for HOPE or Zell Miller.

VIII. 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 in the PCSD district. The student can be approved to take the same course as a credit recovery course from an online resource, if available, or through the regular course at the high school. For example, DE student fails Anatomy. Student is not approved to take DE Anatomy again under DE. Anatomy is offered at local high school and thus, that is one option for the next semester. Student may work with counselor about an online option or may work with counselor to take a different science course either at the high school or under the DE program. In this example, the student could be approved for DE Zoology, because this DE course is a different science course. For a required to graduate course such as DE Economics that was not passed, the course would have to be taken at the high school or via an approved online high school course resource. A previously failed course may be taken as a Joint Enrollment course, but student or parent must be for the course and it is not approved as a DE program course.
- ✓ **Summer**-DE courses became available beginning Summer 2016 for 9th, 10th, and 11th grade students.
- ✓ **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**-Making certain that student and parent know that they 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 DE Program.

IX. Counseling and Advisement

Providing a counseling conference with student, parent/guardian and counselor (required by law) to discuss career goals and complete DE documentation to include:

- ✓ Names of eligible institutions, DE Dual Enrollment approved courses from DE directory, transferable credits, and graduation requirements
- ✓ Name of contact person at the post-secondary institution and/or websites
- ✓ Procedures for scheduling approved courses, including completed online DE 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 DE program who drops any course must notify the counselor immediately in writing and by phone.
- ✓ Eligibility information for extracurricular activities

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- ✓ 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, GSE Geometry, and Biology)

I, student and parent, have read and understand the above information and requirements on pages 1-7. 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's/Guardian's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

Professional School Counselor's Signature: _____ **Date:** _____

Notes:

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Course chart below designates whether the course meets a credit category requirement in the area of study:

Credit Type	DE Regular CIP Code and Course Title	DE Alpha CIP Code and DE USG or DE TSG Course Title
English	Nearly, all courses have regular CIP Codes and Course titles	XX.XAXX4XX Alpha CIP Code and course titles receive <i>Elective</i> credit only.
Math	N/A	XX.XAXX4XX All DE Math courses are Alpha CIP codes and meet the 4 th math requirement for graduation. For accelerated high school math course students, two of these courses meet graduation requirements.
Science <i>Note information below chart about Science Lab courses.*</i>	Regular CIP Codes and Course titles are used unless the DE course is considered a duplicate credit on the high school transcript.	Effective Spring Term FY 2017 XX.XAXX4XX Alpha CIP Codes are used when the science course has been completed already at high school. These approved courses count as a 4 th science graduation requirement.
Social Studies	Nearly, all courses have regular CIP Codes and Course titles	XX.XAXX4XX Alpha CIP Code and course titles receive <i>Elective</i> credit only.
World Language	Courses use regular CIP Codes and Course titles.	N/A
CTAE	Regular CIP code courses and titles count as a 1 st , 2 nd or 3 rd pathway course.	XX.XAXX4XX Courses with Alpha CIP codes only count as <i>Elective</i> credit.
Fine Arts	Courses use regular CIP Codes and Course titles.	N/A
Health and Physical Education <i>Beginning Fall FY17 PE courses are only available to full-time DE students under the DE Program.</i>	Courses use regular CIP Codes and Course titles.	N/A All PE courses other than Health and Personal Fitness are <i>Elective</i> credit types.