



Dual Enrollment students must meet with DE or Academy Counselor in order to participate in the program

Student Name \_\_\_\_\_ Stu No. \_\_\_\_\_

Academy \_\_\_\_\_ Grade Level \_\_\_\_\_ College for DE \_\_\_\_\_

**I. Important Considerations for Dual Enrollment**

- **Academic Rigor**- DE courses will be rigorous.
- **Attendance**- Reporting to class at the scheduled day and time is important for success.
- **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.
- **Satisfactory Academic Progress**-Understand the postsecondary institution’s SAP (set by the college).
- **Syllabus**-Become familiar with each college instructor’s syllabus, which will be the road map for the course and include all important deadlines. Student should know that this document is strictly followed by the instructor.
- **Check your emails daily! Important messages will be sent to you frequently.**
- **Transportation**-student must provide transportation to their college site, unless they have been approved to take the DE courses being offered on-site at SGHS through Gwinnett Tech.
- **Failing a DE Course** - When a DE course is failed , the student is not approved to take the same course again under the DE program. For a required course such as Economics that was not passed, the course would need to be taken at the high school or via an approved high school course resource along with the EOC.
- **Students may take a total of 30 college hours while participating in the dual enrollment program (NEW-pending).**

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**II. Eligibility**

- ✓ Students can not take a DE course beyond his/her fourth year or beyond his/her graduation date.
- ✓ Test scores (SAT, ACT and Accuplacer) and GPA requirements varies by each postsecondary institution.
- ✓ Make 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.
- ✓ Make 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.
- ✓ Know that any questions regarding transfer courses can be answered via this website: [www.gatracs.org](http://www.gatracs.org)
- ✓ Understand 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.
- ✓ **DE may be limited to 11<sup>th</sup> and 12<sup>th</sup> grade students (NEW-pending).**

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**III. DE Courses - Online and Traditional Approval**

- **Courses**- Both virtual/online courses and traditional dual enrollment courses taken must be approved by the DE coordinator. **Note: the DE Course directory on [GAFutures.org](http://GAFutures.org).**
- **Online Courses**-Online DE courses, if approved by the DE coordinator, hold unique challenges for students.

Students must do the following:

1. Notify DE coordinator 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 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 or alarms on mobile device, etc. **I understand the above four items regarding taking DE online courses.**

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**IV. Funding Application and Approval - VERY IMPORTANT!**

- GAFutures funding approval by high school counselor will be completed **after** the college drop/add period.
- Student must complete a DE funding application each semester/quarter of enrollment in the DE program. The application is how the college receives funding. **If it is not completed, it is the student's and parent's responsibility to pay the tuition requirement.** To complete the application, each student must go to his/her [www.GAfutures.org](http://www.GAfutures.org) account and add a new DE online application prior to each semester/quarter. Some colleges also require a new admission application each semester/quarter (Gwinnett Technical College).

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**V. Courses And Credit Basics**

- 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.
- **"PS" is in the course title of each DE course on the high school transcript.** Duplicate core academic courses are given an Elective category on high school transcript.

**AP Courses**

- If a student applied for Advanced Placement courses, the DE Coordinator will work diligently to accommodate students' Advanced Placement and DE course requests; students should avoid requesting duplicate AP and DE courses. Advanced Placement courses take priority over DE courses for scheduling purposes.

**High School Required Courses**

- Students are required to take the following courses at the high school: Ninth Grade Literature, Algebra I, Geometry, Algebra II. \*American Literature may be taken at the college, but English 1101 and 1102 must be taken first as they are pre requisites for the college level American Literature course.

\*DE students enrolled in one of the following Milestone courses: American Literature, Physical Science, Economics, and United States History are **exempt** from taking the Milestones (EOC) test for the course.

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**VI. Withdrawing AND/OR Re-taking a DE Course UPDATE!**

- **As of June 30, 2020, students are not permitted to withdraw or re-take a dual credit course except under extenuating circumstances, as determined by the Georgia Commission.**
- **After withdrawing from a second dual credit course, a student shall be ineligible to take any dual credit courses except under extenuating circumstances, as determined by the Georgia commission.**
- **The student must consult with the DE Coordinator at the high school in a face to face meeting to request to withdraw from a dual credit course. Failure to notify and receive approval from the high school counselor may result in a failing grade and zero credit being recorded on the high school transcript.**

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**VII. Transcripts, Grading Scale and HOPE**

- It is the student’s responsibility to request an official transcript from the college they attend at the end of each semester/quarter. The student may hand deliver to DE Coordinator or have it sent to the high school. The address is South Gwinnett High School Records, 2288 Main Street E., Snellville, GA 30043. **Attn: Dual Enrollment Counselor**
- 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 = 72      F = 55**

(Note: Postsecondary institutions may be on a different grading scale. Students will receive a high school grade which is a numeric grade. DE grades will **not** be weighted on the student’s transcript.)

- Postsecondary *semester hour credit shall be converted to high school unit credit as follows: 3 to 5 semester hours = 1 credit*
- Postsecondary *quarter hour credit shall be converted to high school unit as follows: 4 to 8 quarter hour credits = 1 credit*
- Please note: **A lab** course connected to a core course will not be awarded any high school credit (ex: Biology Lab) The core course that is connected to the lab course will meet core or elective category graduation requirements and will count in the HOPE grade point average calculation.
- 1 college course=2 South Classes

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. DE Coordinator must receive official transcripts as soon as they are available.**

- **All DE Core Academic Courses (electives and required)** count for HOPE Scholarship eligibility.
- **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**-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.

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I, student and parent, have read and understand the above information and requirements on pages 1-3. I, student and parent, have participated in one of the Mandatory DE information meetings.

*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: \_\_\_\_\_

DE/Academy Counselor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_