



## BANKS COUNTY HIGH SCHOOL 2021-2022 Dual Enrollment Agreement Form

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

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

### STEP-BY-STEP PROCEDURE

1. **Meet the eligibility requirements of the college of choice and intended program of study.** This includes GPA and testing requirements. Programs of study include DEGREE, DIPLOMA, AND CERTIFICATE programs.
  
2. **Schedule a Parent Meeting with the Dual Enrollment Counselor by set Deadlines.** \*\*Be mindful that some colleges have earlier deadlines. If a college deadline is prior to that of Banks County's, then the earlier deadline must be met.

- Spring Semester -- December 1st
- Summer Semester -- April 1st
- Fall Semester -- May 1st

### 3. Parent Meeting Process:

\_\_\_ Review the responsibilities and expectations of dual enrollment & discuss graduation requirements

\_\_\_ Submit a completed college application for admission to the post-secondary institution

\_\_\_ Request placement scores be sent to the college with which you plan to enroll. For the ACT/SAT, go to [www.act.org](http://www.act.org) and/or [www.sat.org](http://www.sat.org). For Accuplacer scores, contact the college where you took the test. If you meet eligibility with PSAT scores, the DE Coordinator will forward them to the college.

\_\_\_ Sign up to have your BCHS transcript sent to the college by filling out your information on the clipboard on the registrar's door in the counseling office. This request must be made 4 days in advance.

\_\_\_ Complete the Course Request Form, DE Agreement Form and [DE Funding Application](#).

### 4. After College Acceptance:

\_\_\_ Meet with your college advisor to register for classes. You will need to take your College Course(s) Request form to the meeting. Bring/send a copy of your college schedule to the DE Coordinator.



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### RESPONSIBILITIES/EXPECTATIONS

#### **Benefits to Dual Enrollment (DE):**

- Students can earn both high school and college credit simultaneously
- Eases transition into college
- Early start allows for saved money and time

#### **DE Requirements:**

- Students must be enrolled in the 11th or 12th grade of an eligible public, private, or home school program in Georgia.
- Students in the 10th grade may enroll in Career, Technical and Agricultural Education (CTAE) courses at a participating TCSG institution. The only exception is a 10th grade student with an GPA of 3.7+ plus an SAT score of 1200 or an ACT score of 26 prior to the term he/she plans to enroll in, can take any of the approved dual enrollment courses at a TCSG, USG or private eligible participating college.
- Students must be admitted to an eligible, participating college as a DE student. A list of participating colleges may be found here, [Participating DE Colleges](#).
- Part-time DE students must be enrolled in a minimum of 3 units of credit between the high school and college. A 3- semester hour class at the college is equivalent to 1 unit of high school credit.
- Full-time DE students must take at least 4 college courses that equal at least 12 semester hours.
- Courses may be taken outside of regular high school hours and/or through on-line platforms.
- Students must maintain satisfactory academic progress (SAP) as defined by the eligible college.
- Students may participate in summer sessions following each year with the exception of the summer after your high school graduation date.
- The Georgia Student Finance Commission (GSFC) will fund a maximum of 30 semester hours (45 quarter hours) through the DE program. After reaching the 30 semester hour funding cap, a student may choose:
  - To continue pursuing college credit through the dual enrollment program at his or her own expense.
  - To continue pursuing a program of study in one of the [high demand industry areas](#) eligible for HOPE Career Grant. Visit this link for more information, [HOPE Career Grant](#).
- Students may take approved courses in the five core academic areas that are currently used to calculate high school HOPE GPAs (English, math, science, social studies and world languages), plus Career, Technical and Agricultural Education (CTAE) courses at eligible participating colleges. A list of approved courses may be accessed here, [Approved DE Courses](#).
- Credits earned through DE may or may not transfer to another postsecondary institution. Determinations of transfer credit are made only by the receiving institution. More information can be found at [www.gatracs.org](http://www.gatracs.org)
- Students may not receive funding for the same course twice.
- Students become ineligible to receive funding from the DE program after their 2nd withdrawal from a class.
- The U.S. Department of Education requires that all colleges provide training on sexual assault awareness and prevention under Title IX, 4 C.F.R. 106.



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### Academic Related Information:

- Only core, degree level courses (English, math, science, social science, world language) receive a .5 weight for the HOPE GPA calculations and count as rigor courses for HOPE eligibility.
- Students are allowed to participate in high school competitive and other extracurricular events. They must pass 2.5 units of credit the semester prior to participation and be on track for graduation to be eligible as required by the GA High School Association and Rule 160-5-1-.18 Competitive Interscholastic Activities Grade 6-12.
- Final grades reported as numerical scores by colleges will be posted exactly as reported with a 10 point weight up to 110. Colleges awarding final grades as letter grades will be converted to numerical scores as shown below. This weighted grade is used for class rankings and determination of honor graduate status.

<u>College Letter Grade</u>	<u>Score Entered at BCHS</u>	<u>College Letter Grade</u>	<u>Score Entered at BCHS</u>
A+	110	C	86
A	105	C-	84
A-	100	D+	83
B+	99	D	82
B	95	D-	80
B-	90	F	69
C+	89		

### High School vs College Information:

- DE courses will become part of the student’s high school and college permanent transcripts.
- There is no equivalent of Algebra 2 at the college level. All students must take this course at BCHS.
- DE students who take Algebra 1, Biology, and/or American Lit will have to take the associated End of Course test. The EOC will be averaged in at 20% of the college grade and will be placed on the high school transcript.
- Colleges will not communicate with parents or the high school if a problem arises. The college will only communicate with students. It is important that students self-advocate.
- Students should regularly check their college and high school emails for information.
- Students should be aware of syllabus requirements including due dates and attendance policy.
- Students should be aware of calendar differences between the BCHS and the college. The student is expected to be in attendance at each institution when it is in session.
- DE students are not allowed on the BCHS campus unless they are scheduled for a class. The only exception is for students taking online college courses. They may check in and stay in the media center. Students who do not follow this expectation may face disciplinary actions.



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**Expenses:**

- The GSFC will pay the standard tuition rate for courses at approved post-secondary institutions.
- All mandatory college fees for DE students will be waived. The college will loan you textbooks at no cost. If the textbooks are lost or damaged the student will pay the replacement fee.
- The student will be responsible for any course-specific fees, such as lab fees.
- The credit hours for which you receive dual enrollment funding will not be deducted from the HOPE scholarship combined paid-hours limit (127 semester hours/190 quarter hours).
- Students must complete a DE funding application through GSFC prior to every semester of participation. See this link for the application, [DE Funding Application](#).

**Impact on Graduation:**

- Students must notify the BCHS DE Coordinator if their enrollment status and/or courses change.
- Students who withdraw from a college course, regardless of the semester, must return to BCHS for an equivalent course. Failure to do so would result in an 'F' on their high school transcript.
- If there is not enough time remaining in summer school, an 'F' would be placed on the high school transcript.
- Students are required to have their college transcripts sent to the high school by given deadlines.
- Students who earn a failing grade for a college course will receive a failing grade on their high school transcript.
- If a student fails to pass the courses required for high school graduation, he/she will not be permitted to participate in the graduation ceremony.

**Impact on Future Financial Aid:**

- Each college is required to set Satisfactory Academic Progress (SAP) terms for each semester. SAP is determined by both a minimum GPA requirement AND a 67% completion rate. See individual colleges for specific GPA requirements.
- Failed courses, and courses that students withdraw from after the drop/add period, are included in the completion rate.
- According to the GSFC, students who fail to meet SAP for two semesters in a row will lose all financial aid (HOPE, federal, etc.) until SAP is regained through self-pay.
- In order to avoid the possibility of a student graduating from high school without any local/state/federal funding, BCHS will not allow a student to continue in the DE program after ONE semester of not meeting SAP.

### **Participation Acknowledgment**

We have participated in an advisement session regarding the Dual Enrollment Program at Banks County High School. We understand and agree to the procedures and responsibilities of participating in the program.

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

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_