



BANKS COUNTY HIGH SCHOOL Dual Enrollment Procedures

All students wishing to participate in the Dual Enrollment Program must complete these steps **IN ORDER**:

1. Choose program of interest and meet eligibility requirements:

___ **DEGREE PROGRAM:**

- **Students with a minimum unweighted GPA of 3.70** may dual enroll if the minimum test scores required for admissions to the college of choice are met. Please look on the college of interest's webpage for admission requirements as they differ for each institution.
- **Students with an unweighted GPA between 3.25 and 3.69** must meet these BCHS test score requirements:
 - a) Redesigned SAT: Minimum 530 EBRW, 480 Math, and a 1050 total score
 - b) ACT: Minimum score of 20 on English, an 18 on Math, and a composite score of 20
 - c) Technical college students may take the Accuplacer in place of the SAT or ACT. The following minimum scores must be made: Reading – 236, Writing – 249, Quantitative Reasoning – 245.

___ **TECHNICAL DIPLOMA OR CERTIFICATE PROGRAM:** Students must have a minimum GPA of 2.60. Students attending a technical college may take the Accuplacer at the technical college of choice in place of the SAT or ACT.

- **Certificate/Diploma Programs:** Minimum scores Reading – 224, Writing – 236, Arithmetic – 229
- **Entry Level Workforce Program:** Minimum scores Reading – 218, Writing – 222, Arithmetic – 223

2. Schedule a Parent Meeting with the Dual Enrollment Counselor by set Deadlines:

___ Parent Meetings must be conducted before December 1st for Spring Semester and before May 1st for Summer and Fall Semester enrollment. 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.

___ After meeting the eligibility requirements, meet with the Dual Enrollment Coordinator to complete the Dual Enrollment Student Participation Agreement Form, Contact Form, and Dual Enrollment Funding Application.

3. Complete Applications Procedures after the Parent Meeting:

___ Submit a completed college application for admission to the post-secondary institution, by the application deadline and include the signed Dual Enrollment Student Participation Agreement Form.

___ (IF REQUIRED) Request your SAT scores from www.sat.org/register and/or your ACT scores from www.actstudent.org be sent to the college you plan to dual enroll with. Colleges will not accept them from your high school transcript.

___ (IF REQUIRED) Submit a high school transcript to the post-secondary institution. You need to sign up for your transcript with the BCHS registrar 4 days in advance.

4. After College Acceptance:

___ Meet with your college advisor to register for classes, then bring a copy of your college schedule to the Dual Enrollment Coordinator.



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Benefits to Dual Enrollment:

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

Academic Requirements:

- The GPA and test score requirements listed on page 1 must be met for participation
 - The college of interest may have lower requirements, but BCHS' requirements must still be met
 - The college of interest may have higher requirements than BCHS and would then have to be met.

Eligibility:

- Students must be enrolled in the ninth, tenth, eleventh, or twelfth grade of a public or private school in Georgia.
- Meet the academic requirements of BCHS and be admitted to an eligible, participating college as a dual credit enrollment student.
- Maintain satisfactory academic progress as defined by the eligible postsecondary institution.
- Summer sessions are available with the exception of the summer prior to ninth grade and the summer after your high school graduation date.
- Students have four school years of dual enrollment eligibility.

Participation Requirements:

- Students must be enrolled in a minimum of three units of credit between the high school and postsecondary institution.
 - 3 semester hours at the college is equivalent to 1 unit of high school credit
- Students choosing to be a full-time dual enrollment student must take at least 4 college courses AND 12 semester hours.
- Courses may be taken beyond the regular school hours and/or through on-line platforms.
- Any course taken at the college through dual enrollment must be on the approved course directory in order for funding to be received. You may access the directory at www.gafutures.org

General Information:

- Only core, degree level courses, through dual enrollment, receive a .5 weight for the HOPE GPA and count as rigor courses for HOPE eligibility.
- The high school awards a 10 point weight to the percent grade, up to 110, for passing dual enrollment courses. This weighted grade is used for class rankings and determination of honor graduate status. GSFC will remove this weight and add their .5 weight.
- Dual enrollment courses will become part of the student's high school and college permanent transcripts.
- There are no equivalents of Algebra 2, so all students must take this course through the high school.
- Students enrolled in dual enrollment for American Literature, Physical Science, US History or Economics do not have to take the associated End of Course test.
- Students enrolled in dual enrollment for 9th Grade Lit/Comp, Algebra 1, Geometry or Biology will have to take the associated End of Course test, and it will be averaged in at 20% of the college grade and will then be placed on the high school transcript.
- The college may 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.



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- Students need to regularly check their college and high school emails for information. Students must also be familiar with the syllabus for each class including due dates and attendance policy.
- The college and the high school may have different calendars. The student is expected to be in attendance at whichever institution is in session.
- Credits earned through Dual Enrollment 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
- The U.S. Department of Education requires that all post-secondary institutions provide training on sexual assault awareness and prevention under Title IX, 4 C.F.R. 106.

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

Extra-Curricular Activities:

- 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.

Expenses:

- The Georgia Student Finance Commission (GSFC) will pay the standard tuition rate for courses at public and technical institutions.
- Many colleges waive all mandatory fees for dual enrolled students. 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 included in the HOPE scholarship combined paid-hours limit.
- Students must complete a dual enrollment funding application through www.gafutures.org prior to every semester of participation. Failure to do so in a timely manner could result in the student being dropped from his/her college classes or being charged for the classes out of pocket.



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Impact on Graduation:

- Students that receive a failing grade on a college course will then 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 May graduation ceremony.
- Students must notify the high school counselor if their enrollment status changes at any time at the eligible postsecondary institution. Students that withdrawal from courses at the college, must return to the high school for equivalent courses. Failure to do so would result in an F on their high school transcript.
- Students who withdraw from a course during a summer session, must return to the high school and enroll in the equivalent course during summer school. If there is not an equivalent course or there is not enough time during the remainder of 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. Final grades reported as numerical scores by postsecondary institutions will be posted exactly as reported with a 10 point weight up to 110. Postsecondary institutions awarding final grades as letter grades only will be converted to numerical scores as shown.

Impact on Future Financial Aid:

- Dual Enrollment Standards of Academic Progress Rule: students must maintain a 2.5 GPA and complete 67% of all attempted coursework.
 - A student must maintain Satisfactory Academic Progress (SAP) as defined and certified by the Eligible Postsecondary Institution. Failure to do so could result in the loss of all financial aid for future semesters until the student attains SAP.
 - All dual enrollment students who fall below a 2.0 GPA or are placed on academic probation at the college will be dismissed from the program. Students who earn a 2.0 – 2.49 GPA will have one semester to raise their overall GPA to a 2.5. Failure to earn an overall GPA of 2.5, the following semester will result in dismissal from the program.
- Students must maintain a 67% course completion rate each semester, at the postsecondary institution of enrollment, or they will be removed from the dual enrollment program.
 - If students fail to meet the completion rate two semesters in a row, they lose all financial aid until the satisfactory academic progress is regained through self-pay. Failed courses and courses that students withdraw from after the drop/add period, at the college, are included in the completion rate. For example, if a student enrolls in two courses at the college and fails one or withdrawals from one after the drop/add period, his/her completion rate would be 50% which would cause removal from the program.





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Contact Information

Student Information

Name: _____ Current Grade Level: _____ School Year: _____

Name of College/University for Admission: _____

Dual Enrollment Status: Full-time (at least 4 courses AND 12 sem hrs/qrt hrs) _____ or Part-time _____

Dual Enrollment Program (Select One): Degree _____ or Diploma _____ or Certificate _____

Student's Home Address: _____

Student's Cell Phone Number: _____ Student's Home Phone Number: _____

Student's Email Address: _____

Parent/Guardian Information

Parent(s) Name(s): _____

Father's Home Phone: _____

Mother's Home Phone: _____

Father's Work Phone: _____

Mother's Work Phone: _____

Father's Cell Phone: _____

Mother's Cell Phone: _____

Father's Email Address: _____

Mother's Email Address: _____

Advisement Acknowledgment

I have participated in an advisement session regarding the Dual Enrollment Program at my student's high school. I understand the procedures and my responsibilities if I choose to participate in the program.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Counselor Signature: _____

Date: _____