



Dual Enrollment 2023-24 Participation & Agreement Form

To be completed each term that a student participates in a dual enrollment program

High School:		Date:	
Student's Name:		Student Phone:	Student ID#:
Parent's Name:		Home Phone:	Alternate Phone:
Parent's Email:		Student's Email:	
<input type="checkbox"/> IEP <input type="checkbox"/> 504	Case Holder/Administrator Signature:	<input type="checkbox"/> No Accommodations	
Grade Level at Time of Requested Participation	Tentative Graduation Date	School Counselor Email:	<div style="display: flex; justify-content: space-between;"> Yes No </div> Student is on track to graduate from high school and meets all eligibility requirements for participation.
Dual Enrollment Option A <input type="checkbox"/> Part Time (3 or Fewer courses + HS Courses) Or <input type="checkbox"/> Full Time (4 courses = 12 hours or more)		Term Summer Fall Spring	Dual Enrollment Option B <input type="checkbox"/> Associates Degree <input type="checkbox"/> Technical College Diploma <input type="checkbox"/> Two (2) Technical College Certificates

Post - Secondary Institution: _____

Course Schedule				
High School Course Name	Post-Secondary Course Name	Dual Enrollment Course Number	Credit Hours	Scheduled Period

Credit Conversion and Grade Conversion Chart														
Dual Enrollment Students earn high school and post-secondary. Joint Enrollment earns only postsecondary credit.	Semester hour credit will be converted to high school unit credit as follows: 1-2 semester hour course = .5 unit 3-5 semester hour course = 1.0 unit Quarter hour credit will be converted to high school unit credit as follows: 1-3 quarter hour course = 0.5 unit 4-8 quarter hour course = 1.0 unit	When a numerical grade is not provided on the official transcript, the correlation of students' grades earned at the post-secondary institution and the secondary grade shall be as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Postsecondary Grade</th> <th style="text-align: left; border-bottom: 1px solid black;">High School Grade</th> </tr> </thead> <tbody> <tr><td>A</td><td>95</td></tr> <tr><td>B</td><td>85</td></tr> <tr><td>C</td><td>75</td></tr> <tr><td>D</td><td>70</td></tr> <tr><td>F</td><td>60</td></tr> </tbody> </table>	Postsecondary Grade	High School Grade	A	95	B	85	C	75	D	70	F	60
Postsecondary Grade	High School Grade													
A	95													
B	85													
C	75													
D	70													
F	60													

Please review and initial the following information:

Student Initials	Parent Initials	
-----	-----	The student understands that he/she must meet all requirements for high school diploma and graduation (including all state assessment requirements) and the student's Individual Graduation Plan has been updated to reflect the plan of study through the DE program.



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-----	-----	When the DE student's official schedule is finalized at the post-secondary institution, he/she will submit it to the HS counselor for an audit regarding progress towards graduation and awarding of quality points. There will be official communication regarding the results of this audit upon completion.
-----	-----	The eligible DE Student must contact the high school counselor for approval before any course/schedule changes can be made during the semester/quarter. All courses funded through DE will be posted on the CCSD transcript. A student who withdraws from a DE course after the college/university drop period will receive a 60 on the CCSD transcript. All students must maintain full time enrollment status with CCSD.
-----	-----	The DE program does not fund the same class more than once. Students who fail a DE course are not permitted to retake it through the DE program. DE courses required for graduation that are failed will need to be retaken through CCSD.
-----	-----	DE students are permitted to participate in high school competitive sports and other extracurricular events assuming their schedule can accommodate practice, games, etc. They must meet all requirements established by the Georgia High School Association and State Board Rule 160-5-1-.18 Competitive Interscholastic Activities Grades 6-12. Conflicts with class requirements and scheduling could prevent the student from being able to participate. Students cannot participate in interscholastic activities at the college level.
-----	-----	The parent/guardian acknowledges that the US 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 DE students.
-----	-----	Students are responsible for any costs not funded by DE. Students must adhere to the policies and procedures of the high school, local school system and State Board of Education and must specifically meet all state assessment requirements.
-----	-----	A student participating in DE or High School Post-Secondary Graduation Opportunity must complete all state required coursework and any state required assessments associated with these courses, including EOC Tests , per the GADOE assessment guidelines/requirement; whether courses are taken at the high school or through DE.

I grant permission for the college/university to release information of my enrollment, grades and class schedule and to send my transcript, at the end of a term, to my high school for the purpose of verifying my high school graduation requirements. This release will remain in effect throughout my enrollment as a DE student.

Student Full Name: _____

Student Signature: _____

I have received and reviewed all information pertaining to Dual Enrollment including names of eligible institutions, contact persons and approved courses. I have received and reviewed information about approved academic transferable credit and grading, along with local and state high school graduation requirements, and procedures for scheduling approved courses between the high school and the eligible institution. I agree to abide by these rules and understand that failure to adhere to these rules may jeopardize my graduation. I understand that it is the student's responsibility to request an official transcript containing grades for all DE classes be sent to the high school upon completion of courses.

Student's Full Name (printed): _____

Student's Signature: _____

Parent/Guardian Signature: _____

Principal/Designee Signature: _____