Gettysburg Area High School – Dual Enrollment Contract

Return this form and a copy of your course registration information to the counseling center

Student Name: _____ GAHS Student ID: _____

College or University for Dual Enrollment (DE): _____

Dual Enrollment Course(s):_____

Drop Period/Class: _____

Student participation in any Dual Enrollment (DE) program is a choice and a privilege. It is the responsibility of the student and the parent/guardian to be knowledgeable about the program and its potential effects upon high school graduation, grade point averages, etc.

Parent/Guardian & Student: please review all information below & initial after each statement. Full signatures are required where indicated on the back of this contract. Complete this contract and submit it to the GAHS Counseling Center.

Enrollment/Scheduling

	Student Initials	Parent/Guardian Initials
DE Students are responsible for completing and submitting a DE application and completing all enrollment requirements of the college – this includes paying the college for tuition and fees in a timely manner to prevent being dropped from a course.		
DE students are required to submit their college schedule to the GAHS counseling center prior to the start of classes each semester.		
GAHS Counselor will determine if DE classes meet GAHS graduation requirements.		
DE student may schedule any college courses allowed by the DE college. However, there is no guarantee desired courses will be available at desired times. DE student is responsible for coordinating with both college and GAHS counselor to finalize their schedule.		
DE student must provide his/her own transportation for DE courses.		
DE student must consider if after school commitments (practices, games, work, etc.) will interfere with the completion of DE course work.		
DE courses are a semester-long commitment. Dropping/withdrawing from a DE course in the middle of a semester could result in the student receiving an F on their GAHS and/or college transcript, not graduating from GAHS on time, and removal from the DE program to be returned to full time GAHS attendance.		

Attendance

	Student	Parent/Guardian
DE colleges do not follow the GAHS calendar. Students are responsible for keeping track of schedules and honoring attendance requirements at both GAHS and their college.		
When entering /exiting GAHS, DE students must always sign in/sign out in the 1st floor main office.		
Only when direct conflicts exist with face-to-face DE courses is the student permitted to miss GAHS courses. DE student must communicate directly with GAHS teachers and staff in advance of this absence and make up for all missed work. If no conflict exists, the DE student is expected to attend all GAHS courses.		

Grading

DE students are responsible for monitoring their own grades and progress in DE courses. The college WILL NOT share any grades with GAHS until the course is complete and all grades are final.		
DE courses are reported on your GAHS transcript with a letter grade or percentage, whichever the corresponding college reports.		
Each DE Course the student completes with a passing grade will add (1) credit to a student's transcript.		
DE Courses are **NOT** included in GAHS GPA calculations. However, DE Grades may affect a student's college GPA when transferred to a full time college.		

Graduation/College Credit

Dual Enrollment Students are responsible for completing all GAHS graduation requirements. A DE student will not graduate or participate in the graduation ceremony if: ● A student fails a DE course needed for graduation. ● A student does not register themselves for the correct DE courses to meet graduation requirements. ● A student withdraws from a DE course needed for graduation.		
DE credits may or may not transfer to another college. DE Student should verify if DE credits earned will be accepted at their chosen college and how those courses will count toward the student's intended major.		

Student's Signature: _____ Date: _____

Parent's/Guardian's Signature: _____ Date: _____