

# Chattooga High School Dual Enrollment Agreement



Participation in Dual Enrollment programs at Georgia Northwestern Technical College is a choice made by the student in conjunction with his or her parents or guardians and high school principal or representative. Because this choice exists for students, it is the responsibility of the student and the parent/guardian to be knowledgeable about the program and its effects upon high school graduation. The remainder of this document will explain the program and its implications for students.

The principal and/or counselor will discuss with the technical college the academic, emotional, social, and other characteristics of the student that should be considered in the decision to enroll the student.

## **ELIGIBILITY**

Students must meet the following eligibility requirements in order to enroll in DUAL Enrollment programs and courses:

1. Be enrolled in a regionally accredited high school in the State of Georgia, meet US Citizen and GA Residency requirements (cannot have received a high school diploma).
2. Be at least 16 years of age.
3. Prefer a minimum high school grade point average (GPA) of 2.0 on a 4.0 scale.
4. Have a high school GPA of 2.0 documented with a high school transcript, OR have acceptable standardized test scores. Transcripts and test scores are generally provided by the high school.

## **GRADING & TRANSFER POLICY**

The high school must agree to the grade assigned by Georgia Northwestern Technical College's instructor(s). **The instructor will provide a letter grade where A=95, B=85, & C=75 etc. These grades will be submitted to the High School Representative assigned to this program as well as the Georgia Northwestern Technical College Director of Registration and Records.**

Regarding the transferability of courses taken at Georgia Northwestern Technical College, it is always up to the receiving institution the right of acceptance, so always check with the receiving institution if you plan to transfer. Information regarding Dual Enrollment course transferability is available on [www.gafutures.org](http://www.gafutures.org) Websites for transfer equivalent pages for some colleges are listed below:

University of Georgia <https://www.admissions.uga.edu/transferequiv.html#>

Georgia Technical Institute: [https://oscar.gatech.edu/pls/bprod/wwtraneq.P\\_TranEq\\_Nme](https://oscar.gatech.edu/pls/bprod/wwtraneq.P_TranEq_Nme)

Valdosta State: [http://banssb.valdosta.edu/pls/prod/hwwktreq.display\\_report](http://banssb.valdosta.edu/pls/prod/hwwktreq.display_report)

Georgia Southern: <https://admservices.georgiasouthern.edu/transferequivalency/displayreport.php>

Georgia College & State University: <http://www.gcsu.edu/registrar/questions.htm>

Georgia Perimeter: [https://sis.gpc.edu/pls/PROD/wwtraneq.P\\_TranEq\\_Rpt](https://sis.gpc.edu/pls/PROD/wwtraneq.P_TranEq_Rpt)

Kennesaw State: [https://owlexpress.kennesaw.edu/pls/banweb/zwsktrna.P\\_display\\_report](https://owlexpress.kennesaw.edu/pls/banweb/zwsktrna.P_display_report)

Georgia State: [https://www.gosolar.gsu.edu/bprod/zwsktrna.P\\_display\\_report](https://www.gosolar.gsu.edu/bprod/zwsktrna.P_display_report)

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## CONSEQUENCES OF FAILING OR NOT COMPLETING COURSES

Dual Enrollment high school students must complete all high school courses designated in order to meet their high school graduation requirements. ***Failing or withdrawing from a dual enrollment course may prevent students from graduating from high school on schedule if the dual enrollment course is needed to fulfill the high school graduation requirements.***

**Students who withdraw from their college classes will need to work with their high school counselor to determine a new schedule of high school classes.** High school students enrolled in Dual Enrollment courses must complete the formal withdrawal procedures as outlined in the college's catalog and student handbook. Students who stop attending classes without formally withdrawing from courses risk earning final grades of "F" which appear on academic transcripts. Students wishing to withdraw should contact both their high school counselor and the Georgia Northwestern Technical College High School Coordinator to discuss the consequences of withdrawing.

***If a withdrawal is required, the high school student must submit the withdrawal form listing which courses the student will withdraw, signed by the instructor and high school counselor to the high school coordinator. The student who begins attending postsecondary classes and then decides to withdraw must wait until the next semester to resume his/her program at the college and must have permission of the high school coordinator and high school counselor.***

Students will lose their technical college credit if they do not meet all the requirements to receive a high school diploma (including any testing requirements).

## ATTENDANCE POLICY

Regular and punctual attendance is expected of all students who enroll in classes at Georgia Northwestern Technical College. Absences prevent students from receiving full course benefits, seriously disrupt orderly course progress, and significantly diminish the quality of group interaction in class. Georgia Northwestern Technical College considers both tardiness and early departure from class as forms of absenteeism.

Students absent from class for any reason are responsible for ***all work*** missed, which includes courses that have practicum, clinical, lab, or internships. Students should enroll only in those classes that they can reasonably expect to attend on a regular basis. ***Instructors determine whether work missed may be made up, and any make up work allowed will be scheduled at the discretion of the instructor.***

***It is the instructor's right and responsibility to set reasonable expectations for class attendance.***

This information will be clearly communicated on the addendum to the course syllabus.

1. If the student is taking the technical college class on the college campus, he/she must attend Georgia Northwestern Technical College according to the Georgia Northwestern Technical College calendar including winter break dates, spring break dates, and ending semester dates. ***Attendance at non-curricular activities such as pep-rallies and sports activities are not considered excused absences.***
2. **Dates of completion of high school courses may differ from completion dates of technical college courses.** Students must follow the technical college calendar and remain in class until a semester is over, or the postsecondary instructor releases the student.
3. Receiving a failing grade "F" in a technical college course can result from grades, work ethics, or attendance issues.

## ELIGIBILITY FOR EXTRACURRICULAR HIGH SCHOOL ACTIVITIES

Students enrolled in Dual Enrollment programs must continue to meet the Georgia High School Association eligibility requirements for participation in high school competitive interscholastic activities and must abide by all rules of the high school when participating in extracurricular activities and when

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attending events sponsored by the high school.

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**PLEASE DETACH THIS PAGE TO TURN IN AFTER SIGNING**

## **STUDENT RESPONSIBILITIES:**

High school students who plan to participate in Dual Enrollment programs at Georgia Northwestern Technical College are responsible for the following:

1. Providing all materials needed to gain admission to Georgia Northwestern Technical College.
2. Paying for items that are not covered by the Dual Enrollment including all fees, books, supplies, and equipment. It is mandatory that students purchase the books, supplies, and equipment required by the college instructor.
3. Completing only the course prescribed by the high school and Georgia Northwestern Technical College instructors.
4. Notifying the high school counselor of any change or concerns in Georgia Northwestern Technical College courses, and the need to withdraw if that becomes necessary.
5. Maintaining GPA eligibility requirement of a minimum of 3.0.
6. Providing transportation to and from the Georgia Northwestern Technical College if necessary.
7. Fulfilling all requirements for high school graduation.
8. Following the rules and regulations of the Georgia Northwestern Technical College and the high school system.

By signing below, I agree that I have read and understand the guidelines outlined in this agreement in order to participate in the Dual Enrollment program.

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

Printed Name of Student: \_\_\_\_\_ Grade 26-27: \_\_\_\_\_

## **STUDENT & PARENT/GUARDIAN RESPONSIBILITIES:**

In addition, the student and parent/guardian certify that the following information has been explained to them by either the high school or Georgia Northwestern Technical College personnel:

1. The process of granting credits for the high school and Georgia Northwestern Technical College.
2. The financial arrangements for fees, tuition, books, and other items needed.
3. The need to arrange an appropriate transportation and schedule with the high school so students can attend classes at Georgia Northwestern Technical College.
4. The consequences of failing or not completing a course.
5. The effect of the program on the student's ability to complete a course, to participate in extracurricular activities, and to complete required high school graduation requirements.
6. The academic and social responsibilities, including obeying rules and regulations for both the technical college and high school outlined by this program.
7. The available support services by Georgia Northwestern Technical College.

By signing below, I agree that I have read and understand the guidelines outlined in this agreement in order for my student to participate in the Dual Enrollment program.

Signature of Parent/Guardian: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_