FULTON COUNTY SCHOOLS
DUAL ENROLLMENT CONTRACT

SCHOOL YEAR 2026-27

Student Name_____ **Student ID #** _____

Email Address _____ **Cell Number** _____

Current Grade Level _____ **Graduation Year** _____ **Assigned Counselor** _____

Parent/Guardian Name_____

Email Address _____ **Cell Number** _____

Georgia's Dual Enrollment Program allows students enrolled at a participating eligible public high school to take college courses while in high school. Through Dual Enrollment, students can take college courses for credit towards both high school graduation and college.

Interested students must:

- Become familiar with the dual enrollment regulations outlined by HB444,
- Understand the dual enrollment process for the state, college, Fulton County Schools, and the local high school,
- Meet admissions requirements and must be accepted to an eligible post-secondary institution,
- Meet all local school, district, and college deadlines,
- Complete and agree to the terms found in this contract.

Dual Enrollment

Dual Enrollment provides high school students with the opportunity to take college courses while in high school. All courses taken through Dual Enrollment are part of the student's high school schedule and transcript.

Traditional Dual Enrollment

Students taking college courses through traditional Dual Enrollment will earn credit towards both high school graduation and college. Students are required to earn 23 credits and are required to take specific graduation required courses set by the state.

Accelerated Career Diploma

Dual Enrollment Accelerated Career Diploma in Georgia allows high school students to earn technical college credentials in specific career fields while still in high school. Students can simultaneously earn a high school diploma (requires only 9 high school credits) and an Associate, Diploma or two Technical Certificates of Credit in a specific career pathway.
View Detailed Accelerated Career Diploma Requirements

Joint Enrollment

Students may supplement and enhance their high school curriculum by enrolling in college courses as a joint enrollment student. Courses taken through joint enrollment result in college credit only. College courses taken through Joint Enrollment are not part of the student's high school schedule or records. Students are responsible for tuition, books, course-related fees, and all mandatory fees.

Deadline

Students must agree to meeting the following dual enrollment participation deadlines:

☐ Summer/Fall Participation **Deadline**: March 31

☐ Spring Participation **Deadline:** November 1

Reminders

- All state funded and/or self-pay Dual Enrollment courses are placed on the student's high school schedule and transcript.
- Students who do not want college courses and grades on their transcript should consider Joint Enrollment.
- Students are not allowed to change between Dual and Joint Enrollment once the semester starts.

We have read and understood the above-mentioned text covering the various options to take college courses. Completing the attached contract confirms our participation in Dual Enrollment.

Student Signature_____ **Date**_____

Parent Signature_____ **Date**_____

*Students taking courses through Joint Enrollment do not need to complete the Dual Enrollment Contract. Students taking courses through Dual Enrollment, both **State Funded** or **Self-Pay**, must complete the Dual Enrollment Contract

Student Name_____ **Student ID #** _____

Dual Enrollment College/University Name(s) The student is applying to and plans to attend the following College/University to take dual enrollment courses. Students should list no more than two institutions. Reminder: A student must meet admissions requirements and must be accepted to an eligible post-secondary institution,

_____

The student intends to participate in the following:

☐ **Dual Enrollment: Traditional** Dual Enrollment provides high school students the opportunity to take college courses while in high school. Students taking college courses through Dual Enrollment will earn credit towards both high school graduation and college.

☐ **Dual Enrollment: Accelerated Career Diploma** Dual Enrollment Accelerated Career Diploma in Georgia allows high school students to earn technical college credentials in specific career fields while still in high school. Students can simultaneously earn a high school diploma (requires only 9 high school credits) and an Associate, Diploma or two Technical Certificates of Credit in specific career pathway.

Dual Enrollment: Participating Term

Part-Time Dual Enrollment Students:
Combination of DE + High School course(s) must equal a full high school schedule.

Full-Time Dual Enrollment Students:
DE courses must equal a minimum of 12+ hours with at least 4+ post-secondary courses.

The student is applying for Dual Enrollment for the following term(s):

☐ Summer 2026
☐ Fall 2026 (☐Full-Time ☐Part-Time)
☐ Spring 2027 (☐Full-Time ☐Part-Time)

Dual Enrollment: Funding
Please indicate funding:

☐ **State Funded Dual Credit Course** (30 semester or 45 quarter credit hour funding cap) An eligible dual credit course is a course that is included on the list of courses eligible for payment paid for by the state. Eligible students receive state funding for up to 30 semester or 45 quarter hours. Students should access their GA Futures accounts at www.gafutures.org to view their used and remaining funded credit hrs.

☐ **Self-Pay DE Dual Credit Course** A Self-Pay Dual Credit Course is a postsecondary course, including a virtual course, taken by an eligible high school student pursuant to an arrangement at or through an eligible postsecondary institution for which, beginning with the 2021- 2022 school year, the student receives secondary credit from his or her eligible high school and which is not funded using state funds. *Students pursuing self-pay college credit through Auburn First should refer to the Auburn First addendum.

Student Name_____ **Student ID #** _____

Graduation Requirements

Dual enrollment students are responsible for meeting the district's and the State Board of Education's requirements for graduation based upon their 9th grade entry date. Participating dual enrollment students must complete all courses required for graduation as outlined in Fulton County School District Board Policy IHF (5).

Projected Student Schedule – Include ALL courses for the entire year

Students and parents should visit the GA Futures Dual Enrollment Course Directory to view a list of approved courses. Students seeking approval for self-pay dual credit courses should consult with their counselor. When outlining the student's schedule below, the above-mentioned graduation requirements should be considered to ensure the student remains on track for graduation. **Using the charts below, list all courses the student plans to take at the high school and the courses the student plans to take at the college. Please note that a full schedule must be listed.**

SUMMER Schedule			
High School Courses | Summer Term List all high school courses you plan to take (include face to face courses and virtual courses)	**University/College Name**	**College Courses | Summer Term** List the course name(s)/number(s) (example: ENGL 1101) for all college courses. Click Link- Dual Enrollment Course Directory (gafutures.org)	**Funding** State Funded or Self Pay

FALL SCHEDULE				
High School Courses | Fall Term List all high school courses you plan to take (include face to face courses and virtual courses)	**University/College Name**	**College Courses | Summer Term** List the course name(s)/number(s) (example: ENGL 1101) for all college courses. Click Link- Dual Enrollment Course Directory (gafutures.org)	**Semester or Quarter**	**Funding** State Funded or Self Pay

SPRING SCHEDULE				
High School Courses | Spring Term List all high school courses you plan to take (include face to face courses and virtual courses)	**University/College Name**	**College Courses | Spring Term** List the course name(s)/number(s) (example: ENGL 1101) for all college courses. Click Link- Dual Enrollment Course Directory (gafutures.org)	**Semester or Quarter**	**Funding** State Funded or Self Pay

Student Name_____ **Student ID #** _____

Student Dual Enrollment Agreement Contract

Students and a parent/guardian, are required to read and initial each section below, agreeing that they understand and will abide by and follow the terms, processes and procedures set forth in this contract:

Eligibility

_____/_____
(STUDENT/PARENT INITIALS)

A student shall be eligible to participate in the program if he/she:

1. Enrolled in a Fulton County School high school, and
2. Has not received a high school diploma, and
3. Meets admission requirements and has been accepted by an eligible postsecondary institution, and
4. Beginning Summer 2020, has not withdrawn from two or more college courses, and
5. Meets district, college, and local high school deadlines, and
6. Meets grade level eligibility requirements set forth by HB444. 9th Graders (Not Eligible), 10th Graders (Conditional Eligibility), 11th-12th Graders (Eligible)

Student Participation Expectations

_____/_____
(STUDENT/PARENT INITIALS)

1. Student participation in any Dual Enrollment program, as defined in the State Board Policy for Dual Enrollment Program, is a student choice. 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 potential impact on school graduation, grade point averages, HOPE/Zell Miller Scholarship eligibility, class rank, and college admissions.
2. Participation in the program requires the student to meet the colleges, Fulton County Schools, and the local high school deadlines. Students who fail to meet deadlines will not be allowed to participate in the Dual Enrollment program for the semester.
3. Students must agree to meeting the following dual enrollment participation deadlines:
   - ☐ Summer/Fall Participation **Deadline**: March 31
   - ☐ Spring Participation **Deadline:** November 1
4. Students are required to provide their high school counselor with a copy of their college schedule upon registering for their courses on or before but no later than the first official day of Fulton County Schools Summer, Fall or Spring terms.
5. **Maintain communication with high school counselor** while taking college courses through the Dual Enrollment program.
6. Self-pay and or complete Dual Enrollment Funding Application by the posted college's and GSFC deadline in order to receive state funding.
7. Parents of students receiving state funding must complete the Dual Enrollment Parent/Guardian Participation Agreement.
8. A student is ineligible to receive dual enrollment state funding for courses not listed in the Ga Futures Dual Enrollment Course Directory.
9. Follow the rules and regulations of the college and Fulton County School District.
10. Provide his/her own transportation if student takes courses on the college campus.
11. High school parking access is not automatically given to dual enrollment students. Therefore, students should follow the necessary high school procedures to secure parking at their high school.
12. Students are responsible for regularly attending courses scheduled at his/her high school and must remain off the high school campus when not scheduled for courses and/or participating in a supervised activity.
13. FCS 504's and IEP's do not automatically transfer to the college setting. Students must contact the college regarding all necessary SSD (services for students with disabilities) procedures, if applicable.
14. Complete all required courses for high school graduation.
15. Students must submit and/or confirm that their school counselor received an official copy of their college transcript at the end of each semester or term.
16. Seniors should ensure their official college transcript has been submitted to the high school counselor before the high school's set graduation date to be eligible to participate in graduation rehearsal and ceremony and must also provide a copy of their official college transcript is sent to their future college.

Student Name_____ **Student ID #** _____

17. Understand that post-secondary institutions do NOT follow the Fulton County School District calendar. Students are expected to meet attendance requirements and follow the schedule of the post-secondary institution for Dual Enrollment courses**.** Students should also communicate all absences to their assigned college instructor(s).
18. Understand that high school schedules and college course offerings need to align to move forward with Dual Enrollment. Students may be required to select other courses when there is a conflict between courses offered at the high school.
19. All male students have reviewed the selective service requirements and understand that males 18 year or older need to register with selective service to receive state funding Learn More

Counselor Approval

_____/_____
(STUDENT/PARENT INITIALS)

1. Notify counselor or obtain counselor's approval BEFORE any changes are made to the college schedule, including being dropped by the University/College from a course.
2. To receive state funding, courses taken by a student must match courses approved by the counselor in GA Futures. **APPROVAL IS NEEDED before changing or withdrawing from a college course.**

State Assessments

_____/_____
(STUDENT/PARENT INITIALS)

1. The student is required to meet all state assessment requirements. All students will be required to take End of Course (EOC) state assessments required for specific courses. Students taking Biology for the first time must take the EOC test for Biology at their home school.
2. College courses may not contain all concepts and topics taught in a high school course. (NOTE: High school courses must be based on learning standards outlined by the state of Georgia. College courses do not have to meet this requirement.)
3. For any high school equivalent college course that requires an EOC, the student's grade for the college class on their high school transcript will be calculated to include 20% of their EOC grade and 80% of their final grade in their college course. The student's college transcript grade will not change.

Awarding Course Credit

_____/_____
(STUDENT/PARENT INITIALS)

1. Submit an official college transcript to high school counselors at the end of each term.
2. All courses taken, both funded and self-pay, and grades earned through Dual Enrollment will be placed on the student's high school transcript.
3. The student's letter grade on the college transcript will be converted to a numeric grade in accordance with district board policy. Honors points will be added to the numeric grade at the end of the term for passed classes only.

A+:	100	**A**:	95	**A-**:	90
B+:	89	**B**:	85	**B-**:	80
C+:	79	**C**:	75	**C-**:	70
D+/D/D-	70*	**F/WF**:	60		

4. The semester/quarter hours awarded by the postsecondary institution will be converted to Carnegie Units on the student's transcript.

College Credit Hours	Assigned High School Credit
One to Two Semester Credit Hours	.5 High School Unit Credit
Three to Five Semester Credit Hours	1.0 High School Unit Credit
One to Three Quarter Credit Hours	.5 High School Unit Credit
Four to Eight Quarter Credit Hours	1.0 High School Unit Credit

Student Name_____ **Student ID #** _____

Course Incompletion, Withdrawal or Failure _____/_____
(STUDENT/PARENT INITIALS)

1. A student's graduation may be delayed if:
   - A student withdraws from or fails a course needed for graduation.
   - Students are not guaranteed high school level course placement beyond the first 10 days of the semester for any dropped/withdrawn dual enrollment courses.
   - A course is audited rather than taken for credit.
   - A student withdraws from a college course or fails a college course needed for graduation and is unable to enroll in a high school or college course that will allow on-time graduation.
   - A student withdraws from a college course and enters a high school course, potentially missing course content.
2. A student will receive final grades on high school transcript for all dual enrollment coursework including courses for which a "W" (withdrawn) or "WF" (withdraw fail) is received on the college's transcript. A final grade of "W" does not count towards credit or GPA. A final grade of "WF" will post as a 60 on the student's transcript as outlined by policy.
3. Students who drop or withdraw from a college course must enroll into another high school course if the credit is needed for graduation.
4. Repeats/Retakes: A student may not receive funding for the same course twice, to include failed courses.

Competitive Activities _____/_____
(STUDENT/PARENT INITIALS)

1. "To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry the equivalent of at least 2.5 Carnegie Units counting toward graduation the semester immediately preceding participation" **(Georgia High School Association Constitution and By-Laws)**. Other eligibility concerns may be confirmed with the athletic director. Parents will need to consider whether practices, games, etc. will interfere with the completion of postsecondary course requirements.

Dual Enrollment Funding _____/_____
(STUDENT/PARENT INITIALS)

1. All first-time participating students have funding capped at 30 semester or 45 quarter credit hours. No Exceptions
   - The per term maximum of 15 credit or 12 quarter hours
   - Additional dual enrollment credit hours may be paid for by the student and or the HOPE Grant Bridge and HOPE Career Grant funding (Student must meet eligibility requirements.)
   - Students are required to pay for courses and credit hours beyond the funded credit hour limit and are subject to your institution's rules regarding self-paid courses.

We have read and agree to all conditions and procedures outlined in the Dual Enrollment Contract. We understand that we must abide by high school rules and requirements, which may differ from college rules and requirements. We understand that not following the outlined conditions and procedures set forth in this contract will result in the student not being able to participate in the Dual Enrollment Program.

Student Signature_____ **Date**_____

Parent Signature_____ **Date**_____

Counselor Signature_____ **Date**_____

COMPLETE ONLY IF APPLICABLE

Student Name_____ **Student ID #** _____

Students Taking Self-Pay Dual Credit Courses

_____/_____
(STUDENT/PARENT INITIALS)

1. A Self Pay Dual Credit Course is a post-secondary course, including a virtual course, taken by an eligible high school student pursuant to an arrangement at or through an eligible postsecondary institution for which, beginning with the 2021- 2022 school year, the student receives secondary credit from his or her eligible high school. State-Board-of-Education Dual Enrollment Rules
2. All Self-Pay Dual Credit Courses will be placed on the student's schedule. If the course is not on the approved the dual enrollment course list, an alternate, generic course number and name (approved by the state) will be placed on the student's schedule. Once the official college transcript is received, the counselor will have all pre-approved Self Pay Dual Credit Courses listed on the students FCS Dual Enrollment Contract placed on the student's high school transcript.
3. Self-Pay Dual Credit Courses and the final grade will be posted to a student's transcript if the course is taken at a participating postsecondary institution. Students who elect to take Self Pay Dual Credit Courses must also agree to having all final grades added to their secondary transcript. They also give their high school permission to access all college transcripts from the postsecondary institution for which the credit was earned.
4. Students who elect to take ineligible dual credit courses will be assigned an alternate/generic course number and name on their high school transcript which has been provided to the district by the state.
5. A student will receive final grades on high school transcript for all dual enrollment coursework including courses for which a "W" (withdrawn) or "WF" (withdraw fail) is received on the college's transcript. A final grade of "W" does not count towards credit or GPA. A final grade of "WF" will be converted to a 60 as outlined by policy.
6. Only approved courses listed on the students FCS Dual Enrollment Contract and courses listed in the GA Futures DE course directory will count towards meeting equivalent high school graduation course requirements. Equivalent college courses that can be used to meet a graduation course requirement will have the equivalent high school course number listed for the equivalent college course in GA Futures.
7. Before registering for college courses students must complete and submit the Self-Pay Course Approval Form to the high school counselor before paying for any college courses, textbooks and fees.
8. By signing below the student and parent/guardian grants permission for the college/university to release information of my enrollment and grades, including class schedules and transcripts, to the high school or home study for the purpose of supporting my success as a high school and college student and verifying the high school graduation requirements. This release shall remain in effect throughout the student's enrollment as a dual enrollment student.

We have read and agree to all conditions and procedures outlined in the Dual Enrollment Contract, the state's Self Pay Course Approval Form and the above Taking Self-Pay Dual Credit Courses section. We understand that we must abide by high school rules and requirements, which may differ from college rules and requirements. We understand that not following the outlined conditions and procedures set forth in this contract will result in the student not being able to participate in the Dual Enrollment Program.

Student Signature_____ **Date**_____

Parent Signature_____ **Date**_____

Counselor Signature_____ **Date**_____

COMPLETE ONLY IF APPLICABLE

Student Name_____ **Student ID #** _____

Students Taking Auburn First Courses

_____/_____
(STUDENT/PARENT INITIALS)

1. Students eligible to participate in Auburn First (Auburn First Program Overview) must have:
   - Completion of 10th grade. May apply Spring semester of 10th grade year.
   - Cumulative high school grade point average of 3.5 or higher
   - Obtained a verification support form from their high school counselor.

2. Auburn First participants are expected to:
   - Meet eligibility requirements
   - Complete an online application ($50 application fee. AF Application Fee Waivers available for those who qualify)
   - Submit $250 enrollment deposit applied to tuition ($750 per course)
   - Students who demonstrate financial need by meeting eligibility requirements for free or reduced lunch can qualify for a tuition waiver.
   - Participate in an online orientation (0 credit hours and no cost)
   - Fulfill all financial obligations.

3. COURSE CREDIT- Grades earned in Auburn University courses count towards students' college and high school GPA when taken for dual enrollment credit. Auburn First students are limited to a total of 24 credit hours. All final grades will be posted to the student's high school transcript.

4. AUTOMATIC ADMISSON- Automatic Admissions Requirements

5. INTENTIONAL SUPPORT- Auburn First faculty have designed their courses to meet quality and accessibility standards that will allow students to maximize their academic potential. Additionally, Auburn First students have access to several college academic resources including Academic Support tutoring services, University Writing, Adobe Creative Cloud, Office 365, and more.

6. COURSE DETAILS- Auburn First courses are offered completely online and designed specifically with high school students in mind. That means there are no set class times, and students can work at their own pace around their busy high school schedule.

7. COURSES OFFERED- Students and parents should view the most up to date list of approved Auburn First courses.

We have read and agree to all conditions and procedures outlined in the Dual Enrollment Contract and understand and agree to the Auburn First contract and the guidance outlined in the Auburn First Program Overview. We understand that we must abide by high school rules and requirements, which may differ from college rules and requirements. We understand that not following the outlined conditions and procedures set forth in this contract will result in the student not being able to participate in the Dual Enrollment Program.

Student Signature_____ **Date**_____

Parent Signature_____ **Date**_____

Counselor Signature_____ **Date**_____

COMPLETE ONLY IF APPLICABLE

Student Name_____ **Student ID #** _____

Students Pursuing Accelerated Career Diploma

_____/_____
(STUDENT/PARENT INITIALS)

1. Students pursuing Dual Enrollment's Accelerated Career Diploma should understand and agree to the following:

   a. Must complete the following to earn a high school diploma:

   High School Graduation Course Requirement:

   - 2 English (required EOC)
   - 2 Math (Algebra 1 & required EOC)
   - 2 Science (Biology & required EOC)
   - 2 Social Studies (US History required)
   - 1 Health and PE course (Health and Personal Fitness)

   Students may replace one Social Studies course with an additional Math course. Local School Districts may NOT add additional requirements above the state minimum.

   Technical College Requirements:

   Students must successfully complete the course and program requirements needed to earn one of the following:

   ☐ Associate Degree(ASS) ☐ Technical College Diploma ☐ Two published eligible Technical College Certificates (TCCs)

   b. May be required to pay some tuition and course fees out of pocket and will assume financial responsibility.

   c. Students will be required to complete additional high school course requirements and will be off track for high school graduation if the decision is made to not complete Accelerated Career Diploma requirements in pursuit of a regular high school diploma that requires 23 course and credit requirements.

   d. Students who graduate and obtain a high school diploma through the Accelerated Career Diploma option may not have the minimum course requirements for admission into a 4yr college or university. Students may be required to complete an Associate Degree before transferring to a 4yr college or university. It is the responsibility of the student/family to check college admissions requirements.

We have read and agree to all conditions and procedures outlined in the Dual Enrollment Contract regarding the Accelerated Career Diploma option. We are fully aware of the benefits and limitations of this option. We understand that we must abide by high school rules and requirements, which may differ from college rules and requirements. We understand that not following the outlined conditions and procedures set forth in this contract will result in the student not being able to participate in the Dual Enrollment Program.

Student Signature_____ **Date**_____

Parent Signature_____ **Date**_____

Counselor Signature_____ **Date**_____