Dual Enrollment District Documentation

The following documentation is created by the Paulding County School District to make sure everyone is familiar with the policies and procedures of the district as it relates to Dual Enrollment.

Student Checklist	
ITEM	**Date Completed**
1. <u>Do Your Research:</u> • **Decide which school (College) you want to attend.** • **Think about the decision carefully.** • **Take any placement tests that are required by the college (SAT, ACT, Accuplacer, etc.)** • **Apply to the School (College)**	
2. <u>Complete Participation Agreement on the GA Futures (STARS) website.</u> • **Log into your GaFutures account** • **Click on 2025-2026 Student Application for Dual Enrollment Funding** • **Complete application for dual enrollment.** • **Parent must also complete the online approval for the application to be complete. Parent will receive an email provided in the student profile.**	
3. <u>Complete the "DE Student & Parent Acknowledgement Form" in page 8 of this packet</u>. • This document is completed prior to starting Dual Enrollment at our schools and is good for each high school year.	
4. Complete the "DE Exceptions Approval" form if your are wishing to: • Take more than 8.0 classes in a calendar year. • Take more than 4 classes in a semester • Participate in "self-pay" courses after maxing out your DE hours.	
5. Complete a "Pre-Registration" Dual Enrollment Meeting. • These are sometimes held in large groups at the local school, but you can also watch a recorded presentation on the PCSD website. Go to https://www.paulding.k12.ga.us/Page/38559 and scroll down to the "Pre-Registration Meetings" section.	
6. Meet with your School Counselor to discuss your plan and the scheduling of classes.	

DE District Documentation

All Paulding County School District dual enrollment students who wish to participate in Dual Enrollment **must have an advisement conference** with the school counselor each semester/term (fall, spring, and/or summer). The law requires the advisement session is to take place with the high school counselor, parent and student. It is the responsibility of the school counselor to abide by PCSD board policy IDCH and to discuss all information from the following topics with **the student and parent/guardian in a Dual Enrollment conference**:

I. Important Considerations

- **SAT/ACT testing has been completed or is scheduled (If required).**
- **Academic Rigor**-Understanding that DE courses will be rigorous courses.
- **Attendance**-Recognizing the importance of attending all classes.
- **Career Goal**-Selecting courses not only based on high school graduation requirements but with career interests in mind.
- **Cell Phone Use**-Realizing that paying attention to the college professor during class is extremely important and to follow cell phone use policies set by the postsecondary school.
- **Communication Skills**-Knowing when to ask for the professor's help and learning early each semester how to contact each professor. Understanding that communication from the professor will be with the student and ***not*** the parent(s)/guardian(s).
- **Mandatory Student Events and Trainings**-Participating in mandatory orientations or other events set up the postsecondary school. Completing *HAVEN* training which is safety and wellness training provided by the postsecondary institution (federal requirement).
- **You are a Representative of the Paulding County School District**-Making certain that the student's social and emotional maturity level is such that the student will be successful in the DE Dual Enrollment program. Your behavior in class should reflect that of a typical college student.
- **Organization and Study Skills**-Recognizing the importance of time management and being organized as well as having a plan to meet all course requirements on time.
- **Perfectionism**-Knowing that feeling overwhelmed requires being able to recognize when student needs to ask questions or seek help from the college professor and thus, asking for assistance is a life skill.
- **Procrastination**-Making certain that important projects and/or tests are prepared for well in advance.
- **Satisfactory Academic Progress**-Understanding the postsecondary institution's SAP (set by the institution).
- **Syllabus**-Being familiar with each college professor's syllabus, which will be the road map for the course and include all important deadlines. Knowing that this document is strictly followed by the professor.
- **Taking Courses at Two Postsecondary schools or Transferring from one Postsecondary Institution to Another**-Students may take courses during the same semester at different postsecondary institutions or may transfer between semesters from one institution to the other.
- **Transportation and Additional Expenses**-Making certain that student and parent know that they must provide their own transportation for classes taken on the college campus. Items *other than* tuition, mandatory fees, and books are the responsibility of the student and parent/guardian under the DE Program.

II. Eligibility

- ✓ **Grade Eligibility-**Understanding that students in grades 11th & 12th are eligible. 10th grade students can participate if taking a CTAE course at a TCSG or they can take approved core courses at a participating institution (USG/Private) if they meet Zell Miller GPA & SAT requirements. No 12th grade student can take a DE course beyond his/her fourth year as well as his/her graduation date.
- ✓ **Admissions Requirements**-Understanding by parent and student regarding admissions requirements at selected DE college, university and/or technical college.

- ✓ Understanding that there are SAT/ACT and grade requirements (grade point average) at each college/university and/or technical college unique to that postsecondary school.
- ✓ Knowing the institution's minimum age requirements.
- ✓ Making sure that the student understands the admission deadlines for the school of his/her choice. Students must converse with admissions/college representative for up-to-date requirements as well as use the institution's admissions website.
- ✓ Making certain that student understands that Board of Regents schools may not accept Accuplacer testing requirements and entrance scores for admission into any of the college programs.
- ✓ Knowing that any questions regarding transfer courses should always be answered via this website: GAtracs. Link is: www.gatracs.org
- ✓ Diploma Level courses at a technical college do not transfer to USG institutions.
- ✓ Understanding that transfer courses completed via the DE program to an out-of-state institution may or may not accepted, thus, student must research this topic with admissions staff at an out-of-state institution.

- ✓ **Transcript Audit and Evaluation**-Making certain that the student is eligible to participate in the program through a thorough transcript evaluation and an academic review of coursework which includes a review of graduation requirements. For a fourth-year high school student, this also includes the creation and review of the Senior Letter by the school counselor with student and parent.

III. Dual Enrollment Courses

- ✓ **Courses-**Courses taken must be approved by the school counselor. **Note the DE Course directory on GAFutures.org. The link is:** https://apps.gsfc.org/securenextgen/dsp_accel_course_listings.cfm
- ✓ Both virtual/online courses and traditional dual enrollment courses must be approved by the school counselor for the DE Program.
- ✓ **Online Courses-Online DE courses, if approved, by the school counselor hold unique challenges for students. Students must do the following:**
  1. Notify school counselor of the course or courses that are on the college or technical college schedule that are online.
  2. Carefully listen to the recommendation(s) of the school counselor regarding online courses.
  3. Be responsible for reading the entire syllabus for the online course before the semester begins to see if exams scheduled and project or paper deadlines are in direct conflict with any other high school or DE courses.
  4. Know that organization and time management skills for online courses must be in place and include organizational tools such as a planner, calendar and/or alarms on mobile device, etc.

  I understand the above four items regarding taking DE online courses:
- ✓ **"DE" for Dual Enrollment is in the course title of each dual enrollment course on the high school transcript.**
- ✓ **Duplicate Courses with same CIP Code-** Duplicate core academic courses are given an Elective category on high school transcript (exception for fourth year science courses). The same dual enrollment course cannot be taken a second time per GADOE. Duplicate courses with the same CIP code are not approved under GSFC DE regulations. Should a student need a duplicate course, the course may be taken as a Self-Pay course.
- ✓ Remember alpha CIP code courses are not considered duplicate courses .

IV. Dual Enrollment-Application and Approval

- ✓ **DE Online Application and Approval (GA Futures approval by school counselor)**-Recording the approved course CIP code, course name, grade, and the amount of credit for each course prior to starting the course for each semester.

- ✓ **DE Participation & Advisement Agreements**: Making certain that the "DE Participation & Advisement Agreement" (for first time DE students) or the "DE Advisement Agreement" (for students who have already completed DE course work) has been completed.
    - **Advisement Sessions**: Advisement Sessions with Counselor will be completed prior to each semester.

- ♦ **Full-time Status at College or Technical College**-12 hours or more and a minimum of 4 college courses are completed at the college or technical college, with no courses taken at the high school. **A 12, 13, 14, or 15+ hour student takes no courses at the high school. Any exception to this statement requires district approval (Form 4 is used in addition to District Required Document, Form 1).** Student and parent understand a 15 or more hours of college work load is challenging and district counselors do not recommend any DE student taking more than 15 college hours.
- ♦ **Full-time Status at High School Plus DE Course-Requires district approval. The "DE Exceptions" form is used in addition to DE Participation & Advisement Agreement Document.**
- ♦ **Part-time Status-A DE student who is enrolled in 11 hours or less and attends part of the day at the high school.**
    - ✓ All DE students must have a six FTE segment day in the schedule in IC. GADOE defines a DE part-time student as a student who is less than full-time at the college and taking a combination of DE and high school courses. The part-time student must be enrolled in a minimum of at least **4 full credit blocks of courses**. For example, 2 DE, one credit and 2 high school, one credit courses or 3 DE, one credit and one high school course must be scheduled for the student. Each DE course can only be counted as one course and thus, each DE course can only fill one segment of the student's high school schedule.

V. Withdrawing & Failing DE Courses

Withdrawing/Dropping Dual Enrollment Courses-

Very important: At any time during the semester that a student wants to withdraw from dual enrollment (DE) course, the student must immediately (within 24 hours) notify the school counselor at the high school in writing as well as by phone. If a student withdraws from two DE classes in their career, then they will not be able to receive Dual Enrollment funding for any future course.

Communication with the school counselor must be completed prior to withdrawing from the DE course. Once notified the counselor takes this opportunity to work with the student and parent and explores different options and makes the best decision regarding the student's coursework.

Each DE scenario below must be reviewed with both the student and parent prior to each semester so that student and parent understand the importance of working with the school counselor prior to withdrawing from a DE course. In each individual student's case every attempt is made to match the course with either a course taught at the high school or online.

Chart of Scenarios-Counselor must review any applicable scenarios.

Full-time DE Student 15 Hours or More	Student drops a course but remains full-time DE taking 12 hours or more.	The full-time DE student may take the same course at the high school or online. If course is not offered, the student is presented with other course options such as withdrawing from another course that is offered by the district. If it is not possible to take the same course or to withdraw from a different DE course, the student and parent may petition* for an Incomplete "I" to be updated in IC at the close of the current semester. The DE student must enroll in and complete the same course the following semester. If the student is a graduating senior, then, second semester of his/her senior year, **the student will receive a 69 for the dropped course** as there is no opportunity to take the same DE course prior to graduation.
Full-time HS Student who is taking 1 or more DE	Student drops a course but remains a full-time high school student.	The full-time high school course student, who has added one or more DE courses beyond the school day, may petition* for an Incomplete to be assigned for a dropped DE course for the current semester. The student will enroll in and complete the same DE course the next semester (unless

courses beyond the school day.		the student is a graduating senior). A second semester graduating senior **will receive a 69 for the dropped course** as there is not another opportunity to take the course prior to graduation.
Full-time DE student who moves to part-time	12+ DE College Hours to 11 or fewer hours	For a student moving from 12 hours (full-time) or more to 11 hours or less (part-time), the status of the DE student changes from full-time dual enrollment to part-time. When the student drops a DE course, the student must immediately enroll in the same course worth the same amount of credit at the high school and must be in a full schedule of courses. **If the same course is not available as a traditional high school course or online, the student receives a 69 for the course in transcript history.**
Part-time DE student and part-time high school course student	11 or fewer DE hours	When the part-time DE student drops a DE course, the student must immediately enroll in the same course worth the same amount of credit at the high school and must be in a full schedule of courses. If the same course is not available as a traditional high school course or online, **the student receives a 69 for the course in transcript history.**
Summer Term DE student	1 or more DE hours	**There are no direct matches for summer term DE courses. Thus, a summer term DE student will receive a 69 in the DE course that he/she has dropped.** Exception: If the GAVS course window opportunity is not closed for the same course, counselor may approve a GAVS course. GAVS online courses are parent pay in the summer and are $250.00 per .5 credit and $500.00 for one credit.

*Petition for Dropped Course (applicable only for full-time DE program students or full-time high school students who have added a DE course or courses beyond the school day):
The student and parent submit the request in writing to take the same DE course the next semester. If the petition is approved by the district an Incomplete grade in IC is permitted in the current semester and remains on transcript history for one semester. For a petition that is not approved by the district or for a student who does not complete the same DE course the following semester, the student will receive a 69 on the high school transcript for the dropped course. After successful completion of the DE course the next semester, the original course and "I" grade are removed from IC transcript history so that there will be no HOPE Scholarship errors and the student will be HOPE eligible.

Failing a Dual Enrollment Course at End of Semester/Term-

When a Dual Enrollment course is failed, the student is not approved to take the same course again under the DE program in the PCSD district. The student can be approved to take the same course as a credit recovery course from an online resource, if available, or through the regular course at the high school. For example, DE student fails Anatomy. Student is not approved to take DE Anatomy again. Anatomy is offered at local high school and thus, that is one option for the next semester. Student may work with counselor about an online option or may work with counselor to take a different science course either at the high school or under the DE program. In this example, the student could be approved for DE Zoology, because this DE course is a different science course. For a required to graduate course such as DE Economics that was not passed, the course would have to be taken at the high school or via an approved online high school course resource. A previously failed course may be taken as a Joint Enrollment course, but student or parent must be for the course and it is not approved as a DE program course.

VI. Transcripts and HOPE Scholarship

- ✓ **Transcript Information**
  - **Documentation on Transcript from Postsecondary Institution-**Ensuring that documentation is completed to notify high school at the close of each semester of the grade earned at the college or technical college and realizing that the student and parent lean on the knowledge and expertise of the professional school counselor and the official registrar at the postsecondary institution where the student participates in the program.
  - **Grades, Weighting of Grades and Credit Earned**-Effective July 1, 2014, students who entered 9th grade during August 2011, and for any subsequent year, **10 additional numeric points** are added to the grade of any successfully completed **Dual Enrollment core** course. Core courses include English, math, science, social studies, and/or world language courses. The additional 10 points are recorded as part of the weighted numerical average as converted and recorded on the transcript. The weighting of courses will impact class rank.

- **Non-Degree Core Courses at TCSG School**-Effective Fall FY17 these courses do not receive the 10 additional numeric point weight.
- The high school grading scale is:

  A = 95 C = 75 F = 69

  B = 85 D = 70

  (Note: Postsecondary institutions may be on a different grading scale. Students will receive a high school grade which is a numeric grade per scale above on the high school transcript and a college grade on the college transcript.)

  Per PCSD Board Policy IDCH-

  (f) Postsecondary semester hour credit shall be converted to high school unit credit as follows: 1 to 2 semester hours = .5 unit; 3 or more semester hours = 1 unit

  (g) Postsecondary quarter hour credit shall be converted to high school unit as follows: 1 to 3 quarter hour credits = .5 unit; 4 or more hour credits = 1 unit

✓ **HOPE Scholarship Impact**

- **Dual Enrollment Core Academic Courses (electives and required)** count for HOPE Scholarship eligibility.
- **DE Non-Degree Core courses** taken at TCSG institutions do not count as core subjects for academic rigor or to be weighted by the Georgia Student Finance Commission. These courses do not count for HOPE.
- **DE Core Courses** are weighted on the Georgia Student Finance Commission HOPE Transcript with a .5 for a 3.0 grade (85) or a 2.0 grade (75). The maximum numeric GPA for GSFC is 4.0. Therefore, an A (95) grade is not weighted on the HOPE transcript.
- **HOPE Hours Paid**-Dual Enrollment hours do not count against the 127-hour limit for HOPE or Zell Miller.

VII. *Self-Pay*

- Once a student completes the 30 hours that GSFC will provide funding for, it is then possible for students to remain a student at the high school while paying to take additional college courses.
- The student will continue to follow Dual Enrollment guidelines and fill out documentation, as they are still enrolled at the high school, but the funding of the course is the complete responsibility of the student/parents.
- All expenses, ranging from tuition to book fees, will be provided by the student/parent after the 30 hour cap has been reached.
- Additional paperwork is required for Self-Pay Courses (DE Exception Form).

Counseling Reminders for Advisement:

- ✓ Ensure that documentation is done accurately: Names of eligible institutions, DE Dual Enrollment approved courses from DE directory, transferable credits, and graduation requirements
- ✓ Name of contact person at the post-secondary institution and/or websites
- ✓ Procedures for scheduling approved courses, including completed online DE Georgia Student Finance Commission application process along with the STARS approval process.
- ✓ Impact of the program on a student completing the course(s), graduation requirements, and class rank
- ✓ Consequences of course incompleteness or failure…a student in the DE program who drops any course must notify the counselor immediately in writing and by phone.
- ✓ Eligibility information for extracurricular activities
- ✓ Academic responsibilities of student and parent
  - High School Course Credits Earned to Meet High School Diploma/Graduation Requirements
  - EOC assessments (9th Grade Literature & Composition, GSE Algebra I, and Biology)

DE District Exceptions for Students

District Exception Information:

Most students who participate in Dual Enrollment will complete classes that roughly match the high school transcript and follow a traditional path. However, there are four exceptions that are allowed with Dual Enrollment that require an extra step of approval. If a student is wanting to take more than 8 credits in a calendar year, which usually involves taking courses outside of their 4 scheduled periods, then this needs to be approved at the district level. Taking additional classes in a year or a semester are represented below in Options 1-3. The other option is for students to pay for Dual Enrollment classes themselves after they have exceeded 30 hours of DE Credit. This option, named Option 4 below, also requires district approval.

If you want to complete any of the below options, then you will need to fill out the "DE Exceptions Approval" form that is separate from this form.

Option 1: Approval of 8.5 Credits or More in Academic Year

Option 2: Full-time High School Student + DE Courses Taken Outside of the High School Day

Option 3: Full-Time DE Student (12 or more Hours) Plus High School Courses

Option 4: Self-Pay

This form is approved at the district level, so please allow enough time for offices to process the request.

IF YOU WANT TO PARTICIPATE IN ANY OF THE FOUR OPTIONS LISTED ON THIS PAGE, THEN MAKE SURE TO COMPLETE THE "DE EXCEPTIONS APPROVAL" FORM.

DE Student & Parent Acknowledgement Form

THIS FORM IS MANDATORY FOR ALL STUDENTS TO COMPLETE PRIOR TO BEGINNING DUAL ENROLLMENT EACH YEAR.

Priority Deadline to Complete This Packet: April 1st (Summer/Fall Semesters) and November 1st (Spring Semester)

Note: College deadlines could move before or after these dates, so it is important to know the deadlines of the college you want to intend so that you can get this packet in on time.

Section Acknowledgement for Parents:

Parents, please initial next to the below statements, indicating that you have read and understand all of the sections above in the DE Participation & Advisement Document.

I have read and understand Section I (Important Considerations) _____

I have read and understand Section II (Eligibility) _____

I have read and understand Section III (DE Courses) _____

I have read and understand Section IV (DE Application & Approval) _____

I have read and understand Section V (Withdrawing & Failing DE Courses) _____

I have read and understand Section VI (Transcripts & Hope Scholarship) _____

I have read and understand Section VII (Self-Pay) _____

I have participated in either a DE Pre-Registration Night at a local high school or I have watched the narrated PowerPoint on the district website titled "DE Pre-Registration Meeting". _____

Final Approval:

Please note: Guidelines, rules, and procedures are subject to change based on Georgia legislation, Georgia Department of Education policy, Georgia Student Finance Commission guidelines, rules, and regulations, and Board of Regents and Technical College System of Georgia regulations.

I (student and parent) have read and understand the above information and requirements in this packet, and have participated in an advisement conference with the school counselor.

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

Student's Signature: _____ **Date:**_____

High School:_____ **College Name:**_____ **School Counselor's Name:**_____

Dual Enrollment Advisement Plan

THIS FORM IS MANDATORY FOR ALL STUDENTS TO COMPLETE BEFORE EACH SEMESTER WITH YOUR HIGH SCHOOL COUNSELOR.

Student Name: _____ **Student ID** _____

Student's High School _____

Student's Date of Birth _____ **Anticipated Date of Graduation** (Month/Yr.)_____

Current Grade Level:_____

Student Phone Number _____**Student Email** _____

Parent Phone Number _____**Parent Email** _____

Counselor Name:_____**Counselor Email:** _____

Semester: FALL Year 2026 Grade _____

Complete this section WITH your high school counselor.

HS CIP Code	HS Course Name	College Course Number	College Course Name	College Hours (Estimated)	College Name

ALTERNATES (*in case classes are full*)					

Estimated DE Hours Remaining After This Semester:_____

(THIS IS ONLY AN ESTIMATE! Students are responsible for tracking their own DE hours in GA Futures)

Student Signature_____ Date _____
Parent Signature _____ Date _____
Counselor Signature _____ Date _____

Use the next page for the Spring and/or Summer Terms

Semester: **SPRING** Year 2027_____ Grade _____

Complete this section WITH your high school counselor.

HS CIP Code	HS Course Name	College Course Number	College Course Name	College Hours (Estimated)	College Name
ALTERNATES (*in case classes are full*)					

Estimated DE Hours Remaining After This Semester:_____

(THIS IS ONLY AN ESTIMATE! Students are responsible for tracking their own DE hours in GA Futures)

Student Signature_____ Date _____
Parent Signature _____ Date _____
Counselor Signature _____ Date _____

For Summer Semester (If Needed).

Student Name: _____ **Student ID** _____

Semester: **SUMMER** Year 2027_____ Grade _____

Complete this section WITH your high school counselor.

HS CIP Code	HS Course Name	College Course Number	College Course Name	College Hours (Estimated)	College Name
ALTERNATES (*in case classes are full*)					

Estimated DE Hours Remaining After This Semester:_____

(THIS IS ONLY AN ESTIMATE! Students are responsible for tracking their own DE hours in GA Futures)

Student Signature_____ Date _____
Parent Signature _____ Date _____
Counselor Signature _____ Date _____