



Paulding County School District

Dual Enrollment (DE)

PCSD Documentation

Student Name: _____ Student ID: _____ Current Grade Level: _____
 9th Grade Entry Date: _____ Anticipated Dual Enrollment (DE) College(s): _____

Enrollment options (please select one):

- ____ Student plans to attend (DE) college full time
 ____ Student plans to attend part time (DE) college and part-time high school
 ____ Student plans to participate in the Accelerated Career Diploma (ACD) program

Parent/Student - Please read and initial each section below.	
____/____	Student participation in any Dual Enrollment (DE) Programs 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 positive and/or negative effects upon high school graduation, grade point average, HOPE eligibility, college admissions, and/or credit transferability, as well as any financial obligations outside the covered tuition and fees.
Eligibility	
____/____	A student shall be eligible to participate in the DE program if he/she: • Is enrolled in a PCSD high school, and • Is a US Citizen, born or naturalized, or a Title IV Eligible Non-Citizen by the term start date, and • Meets admission requirements and has been accepted by an eligible DE college, and • Is an 11th or 12th grader or an eligible 10th grader (can participate if taking a CTAE course at a TCSG or taking approved courses at participating institutions if he/she meets Zell Miller requirements). • Continued eligibility is contingent upon successful college course completion.
Student Participation	
____/____	• DE colleges do NOT follow the PCSD school calendar. • DE students are NOT to loiter on the PCSD campuses when the college class is not in session. • Part-time DE students must be flexible regarding their PCSD and college schedule. College courses should be scheduled around PCSD courses. • PCSD-issued laptops are configured with district-required security features that may prevent compatibility with lockdown browsers and other testing platforms commonly used by colleges and universities. Consequently, school-issued devices will not support all college-level coursework, assessments, and examinations. • Students participating in dual enrollment college coursework are responsible for securing access to a separate personal computing device capable of meeting the technology requirements established by the postsecondary institution. Participation in DE requires the student to: • Follow the rules and regulations of the college and PCSD. • Complete the Dual Enrollment Funding Application on www.gafutures.org. • Provide the high school with a signed copy of the DE District Documentation. • Meet with the high school counselor each semester to complete a High School DE Advisement Session. • Provide the high school with a copy of the detailed college schedule upon class registration. • Obtain DE high school counselor approval before any changes are made to the college schedule. • Provide own transportation: ○ Students are expected to arrive on time for all high school courses. Please allow for appropriate travel time. Tardies and absences due to DE may not be excused.

	○ Parking on the high school campus may not be guaranteed for DE students.											
Course Credit												
_____ / _____	• Courses taken must be approved by the high school counselor. Note the DE Course Directory can be found at http://gafutures.org/checs/dualenrollment/DECourseDirectory. • Taking an online course is an option for DE students. Students must consider the unique challenges online courses present. • The student must be classified as a full-time student for fall and spring semesters. Full-time status can be established in multiple ways: ○ Part-time HS Block Schedules: Student must take a minimum of four (4) high school credits per semester between the high school and the college. ○ Full-time College Enrollment: Student must be enrolled in at least 12 college credit hours. Most college courses receive 3 credit hours. • The maximum number of hours that are covered by DE funding per semester is 15 total college credit hours. • The total maximum “lifetime” number of hours that are covered by DE is 30 semester hours. • The semester hours awarded by the postsecondary institution will be converted to high school credits on the student’s transcript as follows: <table><tr><th>College Hours</th><th>High School Credit</th></tr><tr><td>1-2 Semester Hours</td><td>0.5 High School Credit</td></tr><tr><td>3 or more Semester Hours</td><td>1.0 High School Credit</td></tr></table> Grades and Weighting of Grades • High schools will receive final grades from colleges at the end of each semester. Most colleges submit letter grades, and those grades are converted to numerical grades as follows: <table><tr><td>A = 95</td><td>B = 85</td><td>C = 75</td><td>D = 70</td><td>F = 69</td></tr></table> • 10 additional numeric points are added to the grade of any successfully completed DE core course. Core courses include English, Math, Science, Social Studies, and/or World Language. 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. For the HOPE Scholarship, Georgia Student Finance Commission removes the 10 points and then adds .5 on the 4.0 scale. • Delays in the receipt of final course grades from the college may hinder the accurate and timely determination of graduation and honors status.	College Hours	High School Credit	1-2 Semester Hours	0.5 High School Credit	3 or more Semester Hours	1.0 High School Credit	A = 95	B = 85	C = 75	D = 70	F = 69
College Hours	High School Credit											
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A = 95	B = 85	C = 75	D = 70	F = 69								
State Assessment												
_____ / _____	• Students are required to take the Georgia Milestones End-of-Course (EOC) assessment if they do not already have high school credit for Biology and Lit/Comp II. EOC assessments count 20% of the final grade. Other DE Courses taken at a college are exempt from the EOC. • Courses taken by the student at the college may contain some, but not all, of the concepts and topics taught in high school and assessed on the EOC. • It is the student’s responsibility to obtain study materials and prepare for the EOC.											
Course Incompletion, Withdrawal, or Failure												
_____ / _____	• At any time during the semester that a student wants to withdraw from a DE course, the student must immediately (within 24 hours) notify the school counselor at the high school via email. ○ If a student withdraws from a college class within the first 10 days of a PCSD semester, the student will be placed in high school courses as a full-time student. ○ If a student withdraws from DE courses after the first 10 days, the student will be placed in the equivalent course at the high school. (Example: if a student is taking US History at the college, the student will be placed in US History at the high school.) ○ If the course is not available or the student has passed that course at the high school, another course in the specific content area will be selected for the student to ensure a full-time student schedule. ○ If the specific content area is not available for the student to replace the withdrawn DE course, another course will be selected to ensure a full-time student schedule. • If a student withdraws from two DE classes in their high school career, they become ineligible to receive Dual Enrollment funding for any future course.											

	- A student's graduation may be delayed if: - A student withdraws from, is dropped from, or fails a course needed for graduation. - A course is audited rather than taken for credit. - A student withdraws from a college class or fails a college class needed for graduation and is unable to enroll in a district high school or college course that will allow on-time graduation. - A student withdraws from a college class and enters a high school class beyond the semester start date, potentially missing course content. - An F on a college transcript will be recorded as a 69 on the high school transcript.
Competitive Activities	
_____/____	To be eligible to participate with, practice, and/or try out for interscholastic activities, a student must be academically eligible. A student is required to pass at least 2.5 credits of classes in the semester immediately preceding participation (GHSA Constitution and By-Laws). Students and parents will need to consider whether practices, games, etc. will interfere with the completion of post-secondary course requirements.
Dual Enrollment Application, Funding Application, and Fees	
_____/____	Students are required to complete the Dual Enrollment Funding Application annually at www.gafutures.org. - DE funding is capped at 30 credit hours for all students. - A student must be enrolled in an approved eligible core academic area course(s) in English, Math, Science, Social Science, World Language, and CTAE career pathway course(s) listed on the DE Course Directory. - Students who wish to pursue an Accelerated Career Diploma, please see the ACD addendum for additional regulations and funding regulations. - DE students may be responsible for additional fees or supplies required for particular courses or optional fees charged by the postsecondary institution. DE Funding will not be completed by the school counselor until the PCSD Local School Agreement has been signed and returned (via email or hard copy) and the college course schedule has been submitted to the school counselor.
Self-Pay	
_____/____	- Students who wish to take more than the funded 30 DE credit hours must self-pay required tuition, fees, books, and any other related expenses. - The student is responsible for tuition and fees for any course taken that is not on the DE Course Directory or on the student's DE funding application. - The student/parent 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. - If a student fails a DE course and wishes to retake it, at the college's discretion, a student may retake the course under Self-Pay. - Students who wish to pursue Self-Pay courses, please see the Self-Pay addendum for additional regulations.

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.

We have read and understand all the conditions and procedures outlined in the DE contract. We understand that we must abide by high school rules and requirements, which may differ from college rules and requirements.

Student Signature _____

Date _____

Parent Signature _____

Date _____

ENGAGE. INSPIRE. PREPARE.

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 _____ ACD ☐

Student's High School _____

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

Current Grade Level: _____ College Name: _____

Student Phone Number _____ Student Email _____

Parent Phone Number _____ Parent Email _____

Counselor Name: _____ Counselor Email: _____

Semester: _____ Year _____ Grade _____

Complete this section WITH your high school counselor.

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

Courses Taken at High School

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 _____