RCPS Dual Enrollment (DE) Student Participation Agreement (SPA)

Name _____ Student ID_____ Current Grade Level_____

DE College(s): _____

Student and Parent/Guardian, please read and initial each section below:

____/____ Taking DE courses is a student's choice. It is the responsibility of the student and the parent/guardian to be knowledgeable about the DE program and its potential positive and negative effects upon high school graduation, grade point averages, HOPE eligibility, NCAA/NAIA eligibility, college admissions, and credit transferability, as well as any financial obligations outside the state-funded tuition.

____/____ **Participation in RCPS' DE program requires the student to:**

- Be enrolled in RCPS.
- Not already have a high school diploma or Accelerated Career Diploma
- Be accepted by an eligible DE college in Georgia.
- Be in 11th or 12th grade or be an eligible 10th grader based on guidelines set by the Georgia Student Finance Commission.
- Follow the rules and regulations of the college and RCPS regarding eligibility, grading, and attendance.
- Maintain regular communication with the home school counselor and the Dual Enrollment Counselor.
- Complete a dual enrollment funding application and parent participation agreement on www.gafutures.org
- Obtain home school counselor approval before any changes are made to the college schedule.
- Ensure the home high school receives official college grades (for non-RCPS partner colleges).

____/____ **To earn high school credit for DE courses, the student must**:

- Be classified as a full-time student for each semester they take DE classes.
- Pass the DE course(s) with a D or higher; Incompletes and withdrawals do not count toward credit.
- Have their DE courses approved and placed on their high school schedule prior to starting DE courses.
- Take a course listed in the DE Course Directory at www.gafutures.org

____/____ **State funding for DE courses**

- The maximum number of hours that are covered by DE funding per semester is 15 credit hours.
- The total maximum "lifetime" number of hours that are covered by DE is 30 semester hours and 45 quarter hours.
- Students must have an active DE Funding Application (including the Parent Participation Agreement) on file in GAfutures to be scheduled for their classes with RCPS and the college.
- Students are allowed to self-pay once they have exhausted their 30 semester hours or 45 quarter hours of funding or if they are no longer eligible for DE Funding.
- There is no funding available for a repeat course; a student may retake a failed DE course, but they must be self-pay.
- DE funding is only available for courses listed in the DE Course Directory on www.gafutures.org
- DE funding will no longer be available after a student's 2nd withdrawal from a DE course.
- Students must maintain Satisfactory Academic Progress (SAP) with the college to remain eligible for DE funding.
- Funding covers tuition only; students may be responsible for additional fees or supplies required for courses or optional fees charged by the college.
- It is the student's responsibility to monitor their DE funding hours in their GAfutures account.

RCPS Dual Enrollment (DE) Student Participation Agreement (SPA)

____/____ **I understand that as part of the RCPS DE program**:

- DE credits may not be transferred to another college.
- Students are responsible for checking NCAA/NAIA eligibility for athletic purposes.
- Failure to pass a DE course may impact a student's graduation if the course credit is needed for graduation and the student has not recovered the credit in some other way by the time final graduation credits are tallied.
- 504s and IEPs do not automatically transfer to the college setting. Students must self-disclose to the college regarding all necessary services and accommodations.
- Students are responsible for sending their DE college transcript to the undergraduate colleges of their choice (if they want to seek transfer credit).
- RCPS does not communicate with the colleges about absences including illness, bereavement, ISS or OSS, or school related functions including field trips, pep rallies, sporting events, and extracurricular activities and events. This is the student's responsibility.
    - The college and/or the DE instructor determines what counts as an approved/excused absence.
- Students are beholden to the attendance policy of the college (some colleges will withdraw a student after a certain number of absences).
- Noncompliance with immunizations may impact a student's enrollment with the college; only students enrolled in RCPS can be enrolled in courses with our partner colleges.
- College issued final letter grades will be converted to numerical grades for the high school transcript.
    - A= 95, B= 85, C=77, D=D, F=60, WF=60, Z= withdrawal or no grade, I= Incomplete
- DE courses will be given a 1.2 weighting for GPA on the RCPS high school transcript; the weighting for the HOPE GPA for the HOPE Scholarship and Zell Miller Scholarship is different (see www.gafutures.com)
- Most DE classes do not meet on Fridays; on Fridays, during their DE class period(s) only, students may be off campus if we have a signed RCPS early leave form on file at Rockdale Career Academy.
- Students must check their RCPS and their college email at least weekly; once classes begin, the college will communicate with the student via their college email only.
- The college may have additional requirements to take part in their DE program. It is the student's and parent's/guardian's responsibility to know what those requirements are.

I have read and understand all the conditions, guidelines, and procedures outlined in this Dual Enrollment Student Participation Agreement. I understand that I must abide by the rules and requirements for both the RCPS DE program and the college's DE program.

Student signature _____ Date _____

I have read and understand all the conditions and procedures outlined in this Dual Enrollment Student Participation Agreement. I understand that my student must abide by both the RCPS DE program's rules and requirements and the college's DE program's rules and requirements.

Parent/Guardian signature _____ Date _____