



2024 - 2025 MILL CREEK HIGH SCHOOL DUAL ENROLLMENT CONTRACT

Student's Name: _____

GCPS Student Number: _____

Grade Level for the 2023-2024 School Year: _____

College or University for Dual Enrollment (DE): _____

Full-time or Part-time: _____

Student participation in any Dual Enrollment (DE) program, as defined in the State Board Policy for 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, admission requirements, and effects upon high school graduation, grade point averages, HOPE eligibility, and rank in class.

Parent/Guardian & Student ... please review all information below & initial after each statement. Full signatures are required where indicated on the back of this contract.	Parent's / Guardian's Initials	Student's Initials
Mill Creek's Dual Enrollment Deadlines: Submit Mill Creek's Dual Enrollment Contract and apply to the college by Mill Creek's DE deadline regardless of the colleges' deadlines: Fall 2024/Summer 2024 - March 13, 2024; Spring 2025 - October 30, 2024		
Full-time DE students are required to take at least four classes (labs do not count in the 4) at the college during fall & spring semesters. Part-time DE students are required to take 6 classes in any combination both fall & spring semesters between Mill Creek & their college (ex. 3 college classes & 3 Mill Creek classes - 2 college classes & 4 Mill Creek classes - etc).		
Part-time DE students are required to finalize their next year's Mill Creek schedule for both semesters by May 8, 2024 . The Mill Creek schedule cannot be changed and students will need to select college classes & class times that will work with their Mill Creek classes.		
It is the student's responsibility to provide the DE coordinator a copy of their college schedule each semester.		
Students & Parents must submit their portion of the DE Funding Application is on www.GAfutures.org ; this is done once a year for each college the student attends. (Use the 2024-2025 application which opens sometime in February)		
Students must provide his/her own transportation for their DE courses. Students are responsible for ensuring they arrive to classes scheduled at the college and classes scheduled at Mill Creek on time - NO EXCEPTIONS.		
Parking passes are not guaranteed for DE students ... DE students are unable to be on Mill Creek's campus on days/class periods they do not have their college class(s). Students also can't complete online college classes on Mill Creek's campus as well. Students lose their pass if they fail a college class.		
Students are unable to drop dual enrollment courses after the beginning of the semester. Colleges will advertise additional drop days that are not applicable for DE students.		
The Dual Enrollment program will only cover the cost of 30 hours of college credit throughout all of high school. If the student wishes to earn over 30 hours of college credit as a DE student, the student would be required to pay out of pocket for the courses. Some fees are not covered by dual enrollment funds (ex labs, proctoring exam fees, etc.).		
Students must comply with all rules from the post-secondary institution and Mill Creek High School.		

COMPLETE SIDE TWO

Parent/Guardian & Student ... please review all information below & initial after each statement. Full signatures are required where indicated on the back of this contract.	Parent's / Guardian's Initials	Student's Initials
<p>Dual Enrollment Students are responsible for completing all high school graduation requirements. A student's graduation status and participation in the graduation ceremony will be delayed if:</p> <ul style="list-style-type: none"> • A student fails a course needed for graduation. • A student does not register themselves for the correct courses to meet graduation requirements. • A student fails a college class and enters a high school class the following semester potentially missing course content. 		
<p>Colleges will only communicate with the student - not the parent or high school representative regarding the student's academic progress at the college. Students should be able to advocate for themselves without additional adult assistance and navigate the college class on their own.</p>		
<p>The official college transcript must be submitted to Mill Creek before the end of Mill Creek's fall and spring semesters. Failure to do so will result in the student not being eligible to participate in the graduation rehearsals and ceremony.</p>		
<p>The letter grade sent by the college on the student's transcript will be transcribed at the numeric midway point based on the GCPS grading scale. (ex A = 95, B = 85, C = 75, & F = 55 etc.). The letter grade of Z will be placed on the transcript if a student drops a class.</p>		
<p>DE Colleges do not follow the Gwinnett County Public School calendar. Students are expected to honor all attendance requirements at their college and at Mill Creek (if part time DE).</p>		
<p>High School Athletic/Interscholastic Participation: 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. Parents will need to consider whether practices, games, etc. will interfere with the completion of postsecondary course requirements.</p>		
<p>DE credits may not transfer to another college. Students should verify with colleges if credits earned will be accepted at their institution and how those college courses will be counted toward the student's intended major. The DE coordinator can help direct on courses to take for graduation requirements but cannot speak for how a college will view DE credits.</p>		
<p>Dual Enrollment students are expected to maintain communication with the Dual Enrollment coordinator while participating in the Dual Enrollment program.</p>		
<p>The Dual Enrollment program is based on state legislation policies and can change at any time without warning.</p>		
<p>The 2024-2025 Dual Enrollment Information Form has been completed. https://forms.office.com/r/dMVyxHgkTs or use the QR code to access the form:</p> 		

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

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