



## Shiloh High School Dual Enrollment Contract

### I. **Mandatory Information Sessions**

Dual Enrollment (DE) students **must have attended one information session to participate in the program.** Which mandatory session did student and parent attend? (Check one)

\_\_\_ October \_\_\_ November \_\_\_ January \_\_\_ February \_\_\_ March \_\_\_ Other (Date: \_\_\_\_\_)

### II. **Important Considerations**

- **Required SAT/ACT or Accuplacer testing (required admission exam) has been completed or is scheduled.**
- **Academic Rigor-** Dual Enrollment courses will be rigorous.
- **Attendance-** Reporting to class at the scheduled day and time is important for success.
- **Career Goal-**Select courses not only based on high school graduation requirements but with career interests in mind.
- **Cell Phone Use** – Students should follow cell phone use policies set by the postsecondary school.
- **Communication Skills-** Communication from the professor will be with the student and ***not*** the parent(s)/guardian(s). It is the student’s responsibility to contact the professor for help.
- **Mandatory Student Events and Trainings-**Participate in mandatory orientations or other events set up by the postsecondary school.
- **Maturity Level-**Make certain that the student’s social and emotional maturity level is such that the student will be successful in the DE program.
- **Organization and Study Skills-**Recognize the importance of time management and being organized as well as having a plan to meet all course requirements on time.
- **Perfectionism-**Know 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-**Make certain that important projects and/or tests are prepared for well in advance.
- **Satisfactory Academic Progress-**Understand the postsecondary institution’s SAP (set by the institution).
- **Syllabus-**Become 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.
- **Transportation-**student/parent must provide transportation to and from the college sites.

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### III. **Eligibility**

- Students in grades 11-12 are eligible. 10<sup>th</sup> graders who meet requirements set by GSFC. See GAFutures for details.
- Students cannot take a Dual Enrollment course beyond his/her graduation date.
- **Admissions Requirements-**
  - Know the institution’s minimum age requirements.
  - Test scores (SAT, ACT and Accuplacer) and GPA requirements varies by each postsecondary institution.
  - Make 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.
  - Make 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.
- Know that any questions regarding transfer courses should always be answered via this website: GAttracs. Link is: [www.gatracs.org](http://www.gatracs.org)
- Understand that transfer courses completed via the Dual Enrollment program to an out-of-state institution may or may not be accepted, thus, student must research this topic with admissions staff at an out-of-state institution.

Initials \_\_\_\_\_/\_\_\_\_\_



## Shiloh High School Dual Enrollment Contract

### IV. *Dual Enrollment Courses*

- **Courses-** Both virtual/online courses and traditional dual enrollment courses taken must be approved by the DE coordinator. **Note the DE Course directory on [GAFutures.org](http://GAFutures.org).**
- **Online Courses-Online DE courses, if approved by the DE coordinator or school counselor, hold unique challenges for students. Students must do the following:**
  1. Notify DE coordinator 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 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 or alarms on mobile device, etc.

**I understand the above four items regarding taking DE online courses:**

**Student's Signature** \_\_\_\_\_ **Parent's Signature** \_\_\_\_\_

- **PS is in the course title of each DE course on the high school transcript.** Duplicate core academic courses are given an Elective category on high school transcript.

### V. *Dual Enrollment-Application and Approval*

- **Dual Enrollment Online Application and Approval (STARS approval by school counselor)**
  - Complete a DE funding application each year of enrollment in the DE program. The application is how the college receives funding. If it is not completed, it is the student's and parent's responsibility to pay the tuition requirement. To complete the application, each student must go to his/her [www.GAfutures.org](http://www.GAfutures.org) account and add a new DE online application prior to each year. Some colleges also require a new admission application each semester/quarter.
  - **Full-time Status at College or Technical College- 4 courses** (12 hours or more) are completed at the college or technical college, with no courses taken at the high school. Student and parent understand a 15 or more hour college workload is challenging and the DE Coordinator does not recommend any DE student taking more than 12 college hours.
  - **Part-time Status-A DE student who is enrolled in 11 hours or less and attends part of the day at the high school.**
    - GADOE defines a Dual Enrollment 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 should be enrolled in a minimum of at least **6 different courses**. For example, 2 DE and 4 high school courses or 3 DE and 3 high school courses 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.
  - **DE Program Hours Earned-**Credit hours earned under DE program do not decrease the 127 HOPE paid hours or Zell Miller paid hours.
  - **Maximum funding hours- Students are allowed a maximum of 15 semester or 12 quarter hours per term. There is a funding limit of 30 semester or 45 quarter hours total. Parents are responsible for any costs over the funding limit.**

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### VI. *Dual Enrollment Courses and Credit Information*

#### **Courses Credit**

- Students will earn one (1) Carnegie unit for each three (3) semester hours or five (5) quarter hours successfully completed at the postsecondary level.
- The final grades of all academic courses including those considered to be an academic elective course are averaged and included in the student's HOPE GPA.
- A course may not be audited under these programs.



## Shiloh High School Dual Enrollment Contract

### AP Courses

- If a student applied for Advanced Placement courses, the DE Coordinator will work diligently to accommodate students' Advanced Placement and DE course requests; students should avoid requesting duplicate AP and DE courses. Advanced Placement courses take priority over DE courses for scheduling purposes.

### High School Required Courses

- Students are required to take the following courses at the high school: Ninth Grade Literature, Algebra I, Geometry, Algebra II, and 11<sup>th</sup> Grade American Literature\*. \*American Literature may be taken at the college, but English 1101 and 1102 must be taken first as they are pre requisites for the college level American Literature course.
- DE students enrolled in United States History are **exempt** from taking the Milestones (EOC) test for the course.
- DE students enrolled in American Literature are **required** to take the Milestones (EOC) test for the course.

**At the end of the senior year, 23 units will be needed to graduate from high school. The following courses must be completed to fulfill requirements within those units**

Required Courses	Required Units	
English	4	9th Lit/Comp 10th Lit/Comp or AP Language or DE equivalent American Lit/Comp (Milestone) British Lit/Comp or AP Literature or DE equivalent
Mathematics	4	Algebra I (with Milestone) Geometry Algebra II 1 units of Mathematics beyond Algebra II
Science	4	Biology (with Milestone) Chemistry Physics At least one other unit of science
Social Studies	3	World History or DE equivalent United States History or DE equivalent (Milestone only for HS course) ½ unit Political Systems (DE American Government) ½ unit Economics or DE equivalent
Health/Personal Fitness	1	
CTAE and/or Foreign Language and/ or Fine Arts (electives)	3	electives to reach a minimum of 23 units and/or fulfill graduation requirements
Additional Electives	4	
<b>Total Units</b>	<b>23</b>	

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### VII. *Withdrawing from a Dual Enrollment Course*

- **Withdrawing/Dropping Dual Enrollment Courses-Very important:** Before a DE course can be dropped the student must notify the DE Coordinator or HS Counselor at the high school in writing as well as by phone for approval. Failure to notify and receive approval from the counselor may result in a failing grade and zero credit being recorded on the high school transcript.
  - For a student moving from 4 courses/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 (see section IV regarding Part-Time status)



## Shiloh High School Dual Enrollment Contract

- If the student withdraws from all DE courses they must immediately (within that same term) enroll in the correct corresponding high school course and must be in a full schedule of courses.
  - If the DE course is dropped allowing a sufficient amount of time to complete make up work and master course AKS, the student may be scheduled in the same corresponding class at the high school (if course is available).
  - If the DE course is dropped after sufficient time has passed to complete make up work and master course AKS, it may be necessary for students to enroll in an online course. It is important to note, there is limited availability for online options, and some options are fee based which will be the responsibility of the student.
  - **Students become ineligible to continue to receive DE funding after their 2<sup>nd</sup> course withdrawal.**

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### VIII. *Transcripts and HOPE Scholarship*

#### • **Transcripts**

- It is the student's responsibility to request an official transcript from the college they attend at the end of each semester/quarter. The student may hand deliver to me or have it sent to the high school. The address is Shiloh High School Records, 4210 Shiloh Rd, Snellville, GA 30039. Colleges are required to provide 1 free official transcript each semester.
- The approved course name, numerical grade and amount of credit earned for all courses taken at the postsecondary level will be recorded on the student's official transcript. In the absence of a numerical grade on the college transcript, letter grades will be converted to numerical grades as follows:  
**A = 95 B = 85 C = 75 D = 70 F = 55**

(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. DE grades will **not** be weighted on the student's transcript.)

- *Postsecondary semester hour credit shall be converted to high school unit credit as follows: 1 to 2 semester hours = .5 unit; 3 to 5 semester hours = 1 unit*  
*Postsecondary quarter hour credit shall be converted to high school unit as follows: 1 to 3 quarter hour credits = .5 unit; 4 to 8 quarter hour credits = 1 unit*

Please note: A lab course connected to a core course worth one hour at the college will be not recorded on the high school transcript and no unit of credit will be awarded on the high school transcript. The lab course will not meet the 4 units of elective credit graduation requirements. The core course that is connected to the lab course will meet core or elective category graduation requirements and will also count in the HOPE grade point average calculation.

- It is the responsibility of the postsecondary institution to distribute grades to its students. **It is the student's responsibility to order or obtain an official college transcript. DE Coordinator must receive official transcripts as soon as they are available.**

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### IX. *HOPE Scholarship*

#### • **HOPE Scholarship Impact**

- **All Dual Enrollment Core Academic Courses (electives and required)** count for HOPE Scholarship eligibility.
- **Dual Enrollment 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**-Beginning with the 2011-2012 school year and beyond Dual Enrollment hours do not count against the 127-hour limit for HOPE or Zell Miller paid hours.

Initials \_\_\_\_\_/\_\_\_\_\_



## Shiloh High School Dual Enrollment Contract

### X. ***Other Dual Enrollment Topics***

- **Failing a DE Course at End of Semester/Term-** When a DE course is failed, the student is **not approved to take the same course again** under the DE program. The student can be approved to take the same course as a credit recovery course from an online resource, at the student's expense 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 under DE. 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 course such as 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.
- **Summer-**Dual Enrollment courses became available beginning Summer 2016.
- **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-****Make 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.
- **It is the student's responsibility to :**
  - complete a DE application each semester/quarter of enrollment in the DE program.
  - follow the admission procedures/requirements for each university/college
  - follow the rules and regulations of the college and the Gwinnett County Code of Conduct
  - check in daily upon arrival to/departure from high school (E-Hall Kiosk)
  - communicate with the DE Coordinator/HS Counselor regularly throughout the semester
  - provide the DE Coordinator with a copy of the college schedule each term
  - receive advanced approval from the counselor to enroll in or withdraw from a class or change colleges
  - arrange an appropriate high school/college schedule as agreed upon by DE Coordinator/HS Counselor
  - provide accurate information (Falsifying, misrepresenting, or knowingly furnishing false information may lead to removal from the program.)
  - follow the school's check in and out procedures
  - remain in contact with athletic coaches and club or organization sponsors (i.e. National Honor Society, Beta, Sport, etc) to ensure maintaining eligibility for membership and participation.
  - keep informed of high school class activities including (Seniors) graduation activities and announcements (fitting of robes, fees, notification of participation in graduation ceremony, etc...); and, (all students) class obligations and activities.
  - balance high school and college schedule; students are notified in advance of testing (ie. Finals) days and must communicate with their professors about their high school obligation. It is the student's responsibility to immediately notify DE Coordinator about any unresolved college/high school schedule conflicts.

#### **Graduation**

- If completing your courses prior to your original graduation date, you must coordinate with the DE Coordinator to ensure you are eligible to graduate early.
- Graduation may be delayed and GPA will be impacted if a student either fails or withdraws from a course needed for graduation because:
  - Students may not be able to enroll in a high school or college course that will allow them to graduate on schedule. In many high schools/colleges, courses are offered on a rotational basis; therefore, not every course is offered every semester.
  - Students will re-enter the high school having missed the course content presented in the high school class(es) prior to their enrollment. This may hinder satisfactory progress in the high school class.



## Shiloh High School Dual Enrollment Contract

Initials \_\_\_\_\_/\_\_\_\_\_

I, student and parent, have read and understand the above information and requirements on pages 1-5. I, student and parent, have participated in one of the Mandatory Dual Enrollment information meetings. I will complete the following prior to the deadline **(May 10th – Fall and Summer; Dec 15<sup>th</sup> – Spring)** to participate in the Dual Enrollment program:

- Student and/or Parent attend DE advisement meeting
- Received acceptance into the DE college/university
- Complete DE funding application on gafutures.org AND Shiloh HS DE Contract
- Enroll in DE courses at college/university
- Provide counselor with DE college schedule and transcript

*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.*

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dual Enrollment Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_