

## **Dual Enrollment FY 2015 Participation Guidance Checklist**

***Use this checklist with the Participation Permission Form. Below are items to share when counseling students and their parents/guardians about participation in a Dual Enrollment Credit other than the Move On When Ready program:***

1. \_\_\_ The student must be a high school student and be in grades 9-12 to be eligible.
2. \_\_\_ Student must have been a resident of Georgia for a full calendar year and continue to meet Georgia residency requirements to participate in dual enrollment. Residency is to be determined by local system and Georgia Student Finance Commission guidelines.
3. \_\_\_ The student can be enrolled full-time (at least 4 courses between 12-15 semester hours), or part-time with as few as one course.
4. \_\_\_ Students who participate the entire year could possibly earn up to 12 funded units of dual credit which is significantly more than they may receive on a 6-or-7- period day schedule during the regular school year.
5. \_\_\_ A student still has to be admitted and qualify as a dual credit student by an Eligible Postsecondary Institution after the local high school has determined they are eligible.
6. \_\_\_ Participation can be as little as one semester or all year long since all dual credit programs are semester by semester programs.
7. \_\_\_ Students seeking to enroll in a dual credit program will be expected to complete all local and state graduation course requirements.
8. \_\_\_ Coursework must be done through an eligible postsecondary institution. Students can attend dual classes on the college campus or dual credit courses on their high school campus but all dual courses must be taught by college instructors.
9. \_\_\_ Upon completion of courses, the student shall be responsible for requesting an official transcript be sent to the student's local high school.
10. \_\_\_ Courses can be taken beyond the regular school hours and/or through the colleges on-line courses that are part of an approved dual credit course list.
11. \_\_\_ Courses taken must count toward local and/or state high school graduation to be eligible for funding and credit. Funding and credit will be available for 4 courses per semester.
12. \_\_\_ The student must adhere to the high school and college's behavior code of conduct and/or discipline guidelines and can be disciplined by either or both institutions for violations.
13. \_\_\_ Students are required to meet all state assessment requirements as defined by the

GADOE. The student is responsible to know when their local system's testing dates are scheduled and they are to participate during those test administrations.

14. \_\_\_ The student and/or parents/guardians are responsible for other expenses such as food and transportation that is not covered by the dual credit funding.
15. \_\_\_ An eligible student enrolled in an eligible institution for secondary credit shall not be eligible for any other state student financial aid at that eligible institution for courses taken under the program.
16. \_\_\_ Dual credit hours quit counting against any hourly caps for HOPE scholarships or grants beginning in the fall of 2011.
17. \_\_\_ USG institutions do not allow dual credit students to transfer to another USG institution during an academic semester.
18. \_\_\_ Student's high school graduation could be affected by course incompleteness, and/or failure.
19. \_\_\_ The student is responsible to contact their high school counselor and receive their approval before changes of any kind can be made concerning their dual credit course schedule.
20. \_\_\_ Students are allowed to participate in high school competitive and other extracurricular events. They must meet all requirements established by the Georgia High School Association and Rule 160-5-1-.18 Competitive Interscholastic Activities Grades 6-12. Conflicts with class requirements and scheduling could prevent the student from being able to participate.
21. \_\_\_ Learning support, remedial courses, exemption credit and summer school are not allowable for dual credit courses or payment.
22. \_\_\_ Students who are admitted under the one program (such as MOWR) will not be permitted to switch to another dual enrollment program (ACCEL or HOPE Grant, etc.) during the semester they are currently enrolled.
23. \_\_\_ Virtual courses can be used from any postsecondary institution as long as they are approved courses that meet high school graduation requirements.
24. \_\_\_ High school only virtual courses cannot be used as courses for dual credit.
25. \_\_\_ Student should maintain regular contact with their counselor during the semester and inform them of any changes such as dropping of classes, changing classes, withdrawing from the program or college, or desire to change to another dual credit program.
26. \_\_\_ Additional course hours and costs above the cost of 15 hours are not covered and will be up to the local system to determine whether to allow credit for them.

**\*Local systems may include additional advisement items they feel are needed.**