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Georgia Student Finance Commission  
Georgia Student Finance Authority  
Georgia Higher Education Assistance Corporation  
[GAfutures.org](http://GAfutures.org)

Caylee Noggle  
INTERIM PRESIDENT

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DCL ID: 2018-09

Subject: FY 2018 Dual Enrollment Program Requirements and Update

Dear Colleague:

The following is information regarding revisions and updates to the Dual Enrollment program operations. The revisions are effective immediately.

### **2018-2019 Dual Enrollment Application Process**

The 2018-2019 Dual Enrollment funding application for the Summer and Fall 2018 terms is now available; the online and PDF versions can be found at [GAfutures.org](http://GAfutures.org) under “Shortcuts.” Additionally, the Dual Enrollment Program Regulations can be found at [gsfc.org](http://gsfc.org).

Students requesting to enroll in more than 24 semester or quarter hours for one term of Dual Enrollment must have their high school counselor request additional approval to GSFC. The high school official that approves the application that exceeds 24 hours for a single term will be sent an email from GSFC’s Student Aid Services. The high school official must return additional information or documentation in an email that indicates the student’s record was thoroughly reviewed, the student was properly counseled, and that it was determined the student can successfully enroll and complete more than 24 semester or quarter hours at the college(s) successfully.

As communicated in a recent Dear Colleague Letter to high schools (DCL 2018-01 HS), public and private Eligible High Schools must upload the annual underclass (9th, 10th and 11th grade) transcript data to GSFC for the previous Academic Year by September 30. Those high schools that have not submitted underclass transcript data since May 2017 will not be able to process any Dual Enrollment funding applications. Underclass transcript data must be submitted each year between May and September.

If you have any questions relating to the Dual Enrollment application procedures or program information, please contact [dualenrollment@gsfc.org](mailto:dualenrollment@gsfc.org) or Pennie Strong, Vice President, Student Aid Services, at 770.724.9014 or [pennies@gsfc.org](mailto:pennies@gsfc.org).

### **Compliance Desk Reviews**

GSFC’s Compliance Team will be performing desk reviews of the Dual Enrollment Program at certain high schools each year starting January 1, 2018. The high schools will be chosen based on total Dual Enrollment credits or dollars awarded per student, Dual Enrollment credits or dollars awarded per high school, or for other reasons as determined by GSFC. These reviews are intended to provide participating high schools with additional information and assistance in the administration of the Dual Enrollment program.

During a desk review, the following items may be requested from the high schools:

February 19, 2018

1. The school's process for providing program information and materials, provided by the GaDOE, or any other source, to each eighth (8th) grade student at the time he or she is developing his or her individual graduation plan.
2. The school's process for providing general Dual Enrollment Program information to all students no later than February 1 of each year.
3. The school's process for providing advisement or counseling services to interested students and their parent or guardian before enrolling in the program.
4. The school's process for obtaining written consent of a parent or guardian to allow the student to participate as a Dual Credit Enrollment student in the Dual Enrollment Program.
5. The school's process for accepting toward graduation requirements the postsecondary credit of an eligible Dual Credit Enrollment student who successfully completes an approved course at an Eligible Postsecondary Institution and recording on the student's high school transcript each approved course name, grade, and amount of credit hours and course unit credits earned for each course taken.
6. The school's process for uploading underclass transcript data to GSFC by September 30 of each year.
7. The school's written policy or procedure forms along with any other supporting documentation for the Dual Enrollment Program.
8. Individual student records, including the following:
  - a. A copy of the signed consent of a parent or guardian to allow the student to participate as a Dual Credit Enrollment student in the Dual Enrollment Program.
  - b. A copy of the student's high school transcript.
  - c. A copy of the documentation received from the Postsecondary Institution indicating the student's grades in each of the courses.

If you have any questions relating to the Dual Enrollment Desk Reviews, please contact Kristi Carman, General Counsel at 770.724.9019 or [kristic@gsfc.org](mailto:kristic@gsfc.org). We appreciate your continued cooperation and partnership in the administration of the Dual Enrollment program.

Sincerely,



Caylee Noggle