



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*

**FY 13  
GUIDANCE FOR  
DUAL ENROLLMENT CREDIT  
PROGRAMS**

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**GUIDANCE FOR DUAL ENROLLMENT CREDIT  
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## GUIDANCE FOR DUAL ENROLLMENT CREDIT

### A. Introduction

Dual enrollment credit provides opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Participation in dual enrollment credit eases the transition from high school to college, provides students an early start on their college careers, and offers meaningful and challenging academic experiences to qualified students, including those who might not otherwise have access to early college opportunities. Dual enrollment credit can help increase the number of high school graduates who are both college and career ready.

Any eligible 11<sup>th</sup> or 12<sup>th</sup> grade (in some limited cases 9<sup>th</sup>-10<sup>th</sup>) high school student may enroll full-time or part-time in approved credit-bearing college-level courses approved by the State Board of Education. Courses may be taken before, during or after regular school hours, on the college campus, on-line or at the high school during their regular school calendar year. *Approved courses must count toward state and/or local high school graduation requirements.* Local school systems must share dual enrollment credit information by April 1<sup>st</sup> for the following school year to all 8<sup>th</sup>-11<sup>th</sup> grade students/parents. Interested students and parents must complete a *Sign-Off Form* acknowledging they have been provided the counseling services needed for participation.

### B. Dual Enrollment Credit Definitions and Acronyms

1. Accel Program. The Accel Program is a non-need based financial aid program funded by the state and administered by the Georgia Student Finance Commission to assist students who are simultaneously attending an eligible high school in Georgia and taking coursework leading to an Associate or Baccalaureate Degree from an eligible postsecondary institution in Georgia as a dual credit enrollment student.
2. Approved Courses. Approved courses are those identified by the Georgia Department of Education as eligible to be taken under Dual Enrollment Credit programs. College courses must be comparable to the high school course for the student to receive credit.
3. Articulated Credit. Articulated credit refers to credit that students are awarded by both the high school and the post-secondary institution when they have successfully completed identified academic and career related courses leading to a diploma, certificate or degree. Through an articulation agreement, institutions agree to aid in a seamless transition without repetition of coursework already mastered in high school. Local agreements will be created by the local system and college while state agreements will be determined by the state agencies.
4. Credit. Credits are earned as either .5 or 1 unit and are applied toward high school graduation and credit hours earned toward the completion of a program of study. High school students must have local approval to participate, advisement, and scheduling completed with their high school counselor and approval from the postsecondary institution before enrolling in the college classes to be eligible to receive high school credit. Students are limited to earning four units of high school credit per semester.

5. Distance Learning. Distance learning is an educational process that is characterized by the separation, in time or place, between instructor and student. It may include courses offered principally through the use of television, audio, video cassettes/discs, correspondence, audio/computer conferencing, and transmission by computer, internet, open broadcast, closed circuit, cable, microwave or satellite. The institution offering the distance learning coursework must be a Technical College System of Georgia or University System of Georgia eligible postsecondary institution or the GaDOE and the course must be on the approved course list.
6. Dual enrollment credit. Dual enrollment credit is a process through which a high school student takes courses from a state public or private postsecondary institution and receives credit at the high school and at the postsecondary institution.
7. Early College. Early Colleges are small schools where identified young people underrepresented in higher education can simultaneously earn a high school diploma and an Associate's degree or up to two years of college credit toward a Bachelor's degree through a partnering college or university. Early college high schools blend high school and college in a rigorous yet supportive program, compressing the time it takes to complete a high school diploma and the first two years of college. This is designed to assist students prior to the 11<sup>th</sup> grade that are not well-served through traditional high schools.
8. Eligible Institution. An eligible institution is a unit of the University System of Georgia (USG), of the Technical College System of Georgia (TCSG), a private independent nonprofit postsecondary institution that meets the requirements for tuition equalization grants, or a private proprietary postsecondary institution that meets the requirements for tuition equalization grants. *Out of state colleges and universities are not eligible for attendance to earn dual enrollment credit.*
9. Eligible Student. An eligible student is any high school student enrolled in an eligible high school that is accepted by a state public or private postsecondary institution and meets criteria for participation in Dual Enrollment Credit programs at the local and state level.
10. Full-time Dual enrollment credit. Full-time dual enrollment credit means enrollment for 12-15 semester hours or the equivalent quarter hours per school term, of postsecondary credit at an eligible postsecondary institution. All hours above 15 might have to be paid by the student and cannot count toward high school credit.
11. Full-time Equivalent (FTE). Full-time equivalent is a student count consisting of six state-funded segments per student authorized under O.C.G.A. § 20-2-161.
12. GaCollege411. GaCollege411 is the Georgia Student Finance Commission website that provides information on careers, Georgia postsecondary institutions, student financial aid and access to electronic college and financial aid applications.
13. Georgia Student Finance Commission (GSFC). Georgia Student Finance Commission is the Georgia state government agency that administers postsecondary financial aid, including Accel, the Hope Grant, and the Hope Scholarship program.
14. Dual Hope Grant. The Dual Hope Grant is a State of Georgia student financial aid program that provides non-repayable grant assistance to Georgia residents seeking technical Certificates or Diplomas from Technical College System of Georgia and University System of Georgia eligible postsecondary institutions. The Dual Hope

Grant Program is funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission.

15. Joint Enrollment. Joint enrollment is an arrangement whereby a high school student is enrolled in postsecondary coursework with an eligible postsecondary institution while continuing to pursue his or her high school diploma. Joint enrollment coursework earns post-secondary credit only. *No high school credit can be given for joint classes.*
16. Move On When Ready (MOWR). Move On When Ready is a program that provides funding through the school's Full Time Equivalency (FTE) funding for eligible full-time dual enrolled students.
17. Part-time Dual Enrollment Credit. Part-time means enrolling for the equivalent of 1 through 11 semester hours, per school term, of postsecondary credit at an eligible postsecondary institution or what that institution's policy states as part-time. Once enrolled, the college policy determines whether the student drops below full time status or not. If there is no policy, then GaDOE will determine the status of the student.
18. Prior school year in attendance. Prior school year in attendance refers to the reporting of a student as enrolled in a public school for funding purposes during the preceding October and March full-time equivalent (FTE) program counts in accordance with O.C.G.A. 20-2-160.
19. Technical College System of Georgia (TCSG). Technical College System of Georgia refers to the Technical College System of Georgia.
20. University System of Georgia (USG). University System of Georgia refers to the University System of Georgia.

### C. Dual enrollment credit Programs

Any eligible high school student may enroll full-time or part-time in approved credit-bearing college-level courses approved by the State Board of Education. They must meet the eligibility requirements of the individual Dual Enrollment Credit program and the postsecondary institution to participate. Many career academies, specialized schools, or programs like the Early College and Residential Programs, include dual enrollment credit options. The following programs are available to assist eligible high school students with college coursework taken through dual enrollment credit.

1. Accel Program. Accel is a program offered during the fall and spring terms of the school year for students that wish to take college-level (academic-only, degree-level) coursework for credit towards both high school and college graduation requirements. Eligible students must meet certain Accel criteria included in the Eligibility section of this document. The Accel Program has become state funded instead of lottery funded beginning fall 2011, but is still administered by the Georgia Student Finance Commission (GSFC).
  - a. Accel students may be enrolled part-time or full-time in college-level coursework.
  - b. **NOTE: All hours paid by the Accel program prior to fall 2011, will be included in the combined paid-hours limit of 127 semester hours.** Once a

student has been paid Accel or HOPE for 127 semester hours that student is no longer eligible to continue to receive HOPE or Accel payment.

- c. **Accel hours beginning Fall 2011 and after, will not count against the paid hour cap and college coursework taken by high school students before graduation with other fund sources (including Move On When Ready) will not count.**
2. Dual Hope Grant Program. The Dual Hope Grant program is a program which is separate from the HOPE Scholarship, and is offered during the fall and spring terms of the school year at eligible high schools for Georgia residents seeking technical certificates or diplomas from Technical College System of Georgia and University System of Georgia eligible postsecondary institutions. The Georgia Lottery for Education funds the Dual Hope Grant program at the college level. The Georgia Student Finance Commission (Georgia Student Finance Commission) administers the program.
3. Move On When Ready (MOWR) provides an arrangement whereby an eligible student entering eleventh or twelfth grade that spent the prior school year in attendance at a public high school in Georgia must take **all of his or her courses** at or through an eligible institution or a college virtual course approved by the State Board of Education and receive secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements. As with all dual enrollment credit, Move On When Ready students are enrolled in both the high school and the postsecondary institution and earn credits at both simultaneously. Under the MOWR law, dual enrollment credit funding for Move On When Ready students is provided through FTE, as arranged by the Department of Education based on the MOWR law.
4. Other Programs.
  - a. Early College is an initiative facilitated by the University System of Georgia (University System of Georgia) in partnership with the Georgia Department of Education (GaDOE). Early College schools allow identified students to participate in a dual enrollment credit program and to earn dual academic credit. This blended model targets students traditionally underrepresented in post-secondary education: high poverty, minority, and first-generation college with the goal of completing one to two years of transferable credit towards a Bachelors Degree or Associates Degree prior to graduating from high school. Participants enter Early College prior to the junior year of high school and in some cases as early as the sixth grade. Each Early College site is a partnership between a designated local school system and University System of Georgia institution. Tuition for approved Dual Academic Credit courses may be funded through state funding but operated by the Georgia Student Finance Commission (GSFC). Students must meet Accel Program criteria established by the Georgia Student Finance Commission and the postsecondary institution to be eligible for participation.

- b. Gateway to College. Gateway to College is a program that empowers identified youth who have already dropped out of high school or are not on track to graduate, but have the potential, to earn a diploma and Dual enrollment credit in a supportive college environment. Gateway to College is located exclusively on a college campus and is site specific through local agreements between local school systems and colleges.
- c. Residential Programs. The University System of Georgia offers residential programs for gifted, talented, and motivated student at two institutions, the Advanced Academy of Georgia on the campus of the University of West Georgia and the Georgia Academy of Mathematics, Engineering and Science at Middle Georgia College. To participate in an early admission residential program a student must meet the approved high school GPA and SAT/ACT requirements of the program and any additional admissions requirements as defined by the institution. Students will be expected to enroll in, but not be limited to, courses that will satisfy high school graduation requirements. Students enrolling in a residential program may be eligible for Accel.

#### **D. Dual Enrollment Credit Eligibility**

Dual enrollment credit opportunities are available to all students enrolled in an eligible high school who meet local and state dual enrollment credit requirements. High school students must have advisement and scheduling completed with their high school counselor and approval from the postsecondary institution before enrolling in the college classes to be eligible to receive high school credit. Students must also be accepted as a dual enrollment credit student by a state public or private postsecondary institution and meet any requirements they have established for participation. A student who meets specific criteria listed below may be eligible for funding to cover dual enrollment credit coursework.

1. Accel Program Eligibility. To be eligible for participation in the Accel program, a student must:
  - a. Be classified as a high school junior or senior seeking a high school diploma from an eligible Georgia high school, or be a high school freshman or sophomore who meets the Accel and local system requirements,
  - b. Be enrolled in an eligible college or university or public technical college as a dual credit student taking approved college degree-level course work leading to an Associate or Baccalaureate Degree,
  - c. Be a legal resident of Georgia,
  - d. Meet U.S. citizenship requirements, as explained in the Accel program regulations, located on the GAcollege411 web site,
  - e. Be registered with Selective Service, if required,
  - f. Be in compliance with the Georgia Drug-Free Postsecondary Education act of 1990,
  - g. Not be in default or owe a refund on any student financial aid program, and

- h. Maintain satisfactory academic progress at their high school and as defined by the college.
2. Dual Hope Grant Program Eligibility. To be eligible for participation in the Dual Hope Grant Program, a student must:
- a. Be a legal resident of Georgia,
  - b. Be enrolled in an eligible college or university or public technical college as a dual credit student taking approved courses leading to a Certificate or Diploma, and
  - c. Maintain satisfactory academic progress at their high school and as defined by the college.
3. Move On When Ready Eligibility. To be eligible for participation in Move On When Ready, a student must:
- a. Be a high school junior or senior seeking a high school diploma from an a Georgia public high school,
  - b. Be reported as enrolled in a public school for funding purposes during the preceding October and March full-time equivalent (FTE) program counts,
  - c. Not be a private or home schooled student,
  - d. Be enrolled full-time in an eligible college or university or public technical college as a dual credit student taking approved college-level courses,
  - e. Be a legal resident of Georgia, and
  - f. Maintain satisfactory academic progress towards fulfilling applicable high school graduation requirements.
  - g. Meet the post secondary institution's MOWR admission requirements.
  - h. Cannot take classes at the high school while participating in MOWR.
4. Other Early College, Gateway to College, and Residential Programs. To participate in these programs, the student must meet the specific requirements of the program and the participating institutions.

### **E. Dual Enrollment Credit Funding**

College tuition for dual credit courses is paid from a variety of funding sources and will be based upon the different program guidelines. Depending on those guidelines, the college and the course(s), payment may be made by an individual or through scholarships, grants, or FTE. **It is up to the local system to identify whether Move On When Ready, Accel, or Dual Hope Grant is the appropriate funding source for a student's dual enrollment credit coursework. That decision should be determined by the student, the student's parent/guardian, and the local school.** Each LEA shall adhere to the funding guidelines for dual enrollment credit, as described by the funding program and/or this document.



1. Individual. The student or the student's parent/guardian is responsible for all costs related to participation in joint enrollment courses that are not approved for funding through the Georgia Lottery for Education, FTE or other funding sources.
2. Accel Program Funding. Beginning fall 2011, the Accel Program is state funded and pays for state-approved core academic courses in English/Language Arts, mathematics, science, social studies and foreign language. The list of approved courses is reviewed annually by the University System of Georgia, the Technical College System of Georgia, and the Georgia Department of Education. Courses, applications, and information for the Accel Program are located on the Georgia Student Finance Commission web site at [www.gsfc.org](http://www.gsfc.org). Students that meet requirements to be eligible for Accel receive a financial award that covers all tuition if enrolled at least half-time (six or more hours). If an eligible student is enrolled less than half-time (one to five hours), then the award could cover all or parts of the tuition per semester. Hours paid under Accel beginning in the fall of 2011, will **not** count against the 127 paid hour cap for the HOPE Scholarship.
3. Dual Hope Grant Funding. The Dual Hope Grant is different from the Hope Scholarship for graduates. Eligible students seeking a technical Certificate or Diploma from a Technical College System of Georgia institution may receive Dual Hope Grant funds covering a percentage of tuition. Applications and information for the Georgia Lottery-funded Hope Grant Program are located on the Georgia Student Finance Commission web site at [www.gsfc.org](http://www.gsfc.org).
4. Move On When Ready (MOWR) Funding. Tuition and mandatory fees for full-time Move On When Ready students are provided through the student's local school systems' FTE funding. If any funds are remaining, they can be used toward the cost of books and required materials.

For each eligible student who enrolls in an eligible institution as a full-time Move On When Ready student, the LEA shall receive an ensuing reduction in the total allotment of state FTE funds equal to the lesser of either:

- a. The actual cost of tuition and mandatory fees. Books and materials directly related to the courses taken by the eligible student at such institution less a records fee of \$200.00 will also be paid; or
- b. The amount that the participating eligible student would have earned if he or she had been in equivalent instructional programs in the local school system less a records fee of \$200.00, or other State Board-approved amount, for administration costs of the local school system.
- c. Payment will be received by the eligible institutions after a student verification process has been completed by Technical College System of Georgia or the Board of Regents, the local school system and GaDOE. This process became electronic beginning FY 12.

Under the Move On When Ready program, an eligible student enrolled in courses taken at an eligible institution for secondary credit shall not be eligible for any other state student financial aid at an eligible institution.

- a. College coursework taken by high school students before graduation with Move On When Ready will not count against the HOPE cap hour limit.
5. Administrative Grant for Schools. In dual enrollment credit, the college provides the direct instruction for the student and receives pro-rated payment through the lottery-funded grant, individual payment, or FTE.
- a. **Beginning in the fall of FY 12, local school systems began receiving FTE funding for dual enrollment credit students instead of the Administrative Grant.**
6. Payment Procedures. Applications for funding through Accel and Dual Hope Grant programs should be submitted online through the Georgia Student Finance Commission web site, at [http://www.gacollege411.org/Financial\\_Aid\\_Planning/Scholarships/Grants\\_and\\_Scholarships/Accel\\_Program.aspx](http://www.gacollege411.org/Financial_Aid_Planning/Scholarships/Grants_and_Scholarships/Accel_Program.aspx)  
Postsecondary institutions and local systems will be provided information from the Georgia DOE about Move On When Ready reimbursement procedures.
7. Other. Funding for coursework taken through Early College or Residential Programs may be arranged through the Accel Program or local school FTE.

## F. Course Selection

All dual enrollment credit students must select approved courses with state course numbers from the dual enrollment credit course lists that are appropriate for the dual enrollment credit program they are enrolled. GaDOE will regularly update these lists, with input from University System of Georgia, Technical College System of Georgia and Georgia Student Finance Commission. **Dual enrollment credit students must select courses from these approved lists to receive high school credit and funding.** Use of the correct course number is important for data collection, verification of enrollment and accuracy of dual enrollment credit payments.

Approved Dual enrollment credit courses are included in the 2011-2012 revisions of Rule 160-4-2-.03 (IDA2) and Rule 160-4-2-.20 (IDA3), the List of State-Funded K-8 Subjects and 9-12 Courses. These two rules are located on the GaDOE web site at [http://www.gadoe.org/pea\\_board.aspx?PageReq=PEABoardRules](http://www.gadoe.org/pea_board.aspx?PageReq=PEABoardRules)  
Additional information on approved, lottery-funded courses can be found at the Georgia Student Finance Commission web site.

On the state course lists the corresponding college course numbers that match the GaDOE course will be provided. Academic core courses are available at both University System of Georgia and Technical College System of Georgia institutions. Counselors are advised to

consult with the college to identify the appropriate college course number. Not all postsecondary institutions offer the same courses or use the same numbers. It is the responsibility of the high school counselors and college advisors to ensure that the appropriate course numbers are used.

It is also the responsibility of both institutions to enroll the student in the appropriate level of coursework. In the List of State-Funded Courses, the alignment of secondary and postsecondary foreign language courses, for example, is very broad since some dual enrollment credit students might enter college with a high level of skill in the selected language, while other students might enroll in a level one course for a language that was not offered at their high school.

**Students participating in dual enrollment credit through Move On When Ready take all their coursework, including elective course, through the postsecondary institution and/or on-line courses. They cannot take any other courses at the high school. Students should select their courses from the approved state MOWR course list. Courses may be taken to meet graduation requirements and local enrollment requirements.**

Joint Enrollment students may select any college courses **since they are for college credit only**. High school credit **cannot be awarded** for joint enrollment coursework.

Additional course selection information:

1. Dual enrolled students shall take courses from the list approved by the Georgia Department of Education, developed with input from the University System of Georgia and the Technical College System of Georgia.
2. Lists of approved courses can be found at Georgia Department of Education, Technical College System of Georgia or the University System of Georgia's websites.
  - a. Dual Enrollment Credit Course Directory is used for MOWR and the Dual Hope Grant courses at the TCSG;
  - b. Accel course list is used for MOWR and the Accel courses at USG.
  - c. MOWR Supplemental Course List is used for MOWR.
3. Distance Learning Courses. The institution offering distance learning coursework must be a Technical College System of Georgia or University System of Georgia eligible postsecondary institution. Students may take coursework through more than one eligible postsecondary institution during the same term in some situations/programs.
4. Withdrawal from Coursework. Students are ineligible for payment through Accel, Dual Hope Grant and FTE funding for coursework from which he or she totally withdrew if, as a result, such coursework does not appear on the student's academic transcript as a "Withdrawal" or any other similar identification.
5. Courses selected for dual enrollment credit must count toward high school graduation requirements either at the state or local level.
6. Not all eligible courses are available at all high schools or college locations.

7. Remedial and developmental courses are not available for dual enrollment credit students.
8. Dual enrollment credit courses may be taken before, during or after the normal school day during the regular fall and spring semesters of the school year. Summer school, between semesters courses or terms other than the regular fall and summer terms are not available for any dual enrollment credit courses or credit.
9. Students should check with their guidance counselor for information regarding how dual enrollment credit courses apply to high school graduation requirements.
10. Dual enrollment credits will transfer to public colleges or universities offering those courses with their approval. However, if students do not attend the same college or university after high school graduation, the dual enrollment credit earned may not apply for transfer to general education, prerequisites and degree programs. Students should be advised to consider the requirements of their post-high school institution when planning dual enrollment credit coursework.
11. For the list of approved high school courses aligned with college-level equivalents, refer to the *High School Courses and College Equivalents for the ACCEL Program* document located on the GAcollege411 web site.  
For the list of Dual Hope Grant-eligible high school courses aligned with college-level equivalents, refer to the Dual Enrollment Credit Course Directory posted on the GaDOE web site.
12. In advising students on dual enrollment credit course selection, counselors should carefully review the student's proficiency and prior content knowledge, as shown by grades and course levels.

### **G. Reporting/Coding/Payments**

1. Each LEA is required to report dual enrollment credit in accordance with FTE guidelines as described in *FTE Data Collection Program Codes and Weights*, located on the GaDOE web site.
2. Students participating in the Joint Enrollment Program should be reported with the Program Code 'O'. This program allows students to take courses at a state public or private postsecondary institution while still enrolled in high school; however, credit is only earned at the postsecondary institution.
3. "M", "6" or "7" courses must be counted as part of the six daily FTE segments.
4. Students taking courses from a state public or private postsecondary institution while still enrolled as a high school student, and receiving credit both at the high school and at the postsecondary institution should be reported with the Program Code 'M', '6', or '7' for that course segment.

<u>Program Code</u>	<u>Description</u>
M	When reporting 'M' segments in FTE, the location of the services and the fiscal agent for the teacher must also be reported.

6	Move On When Ready - Instruction provided at the University System of Georgia institutions which is equivalent to the general education instruction under the existing 'D' program code
7	Move On When Ready - Instruction provided at Technical College System of Georgia institutions which is equivalent to the vocational lab instruction under the existing 'K' program code

5. Schools with students participating in the dual enrollment credit Hope Grant Program are reported in the same manner as the students participating in the Accel Program. They are reported with the 'M' segment for identifying purposes. The 'D' or 'K' weight will be assigned when the report is received at GaDOE based on the course taken.
6. Through FTE data collection, schools report the location of the dual enrollment credit course (K-12, Board of Regents, Technical College System of Georgia, Virtual) and who is paying (fiscal agent) for the dual enrollment credit teacher. The LEA's end-of-year course data report to the state will include course information, the student's final grade, and the teacher I.D. field that indicates the college location. The LEA's FTE Coordinator and Student Records coordinator can provide information on how schools should code and report dual enrollment credit (including Move On When Ready).
7. The base FTE is used to determine payment for Move On When Ready coursework under Program Codes 6 and 7.
8. The Program Codes reported for Move On When Ready (codes 6 and 7) are not eligible for QBE funding.
9. Payments for MOWR students will be arranged by the Georgia Department of Education directly to the postsecondary institution once student participation verification has been completed. Payments will be made twice a year, once per semester after verification has been confirmed and after the FTE count dates in October and March.

#### **H. Awarding Credit**

1. For students who participate in approved dual enrollment credit programs, the grades and amount of credit for each approved course shall be placed on high school transcripts and shall be used in computing grade point averages. This could affect a student's class ranking status at the high school.
2. For **each** successfully completed, approved dual enrollment credit course, secondary credit shall be awarded toward state and local high school graduation requirements based on the credit conversion below, regardless of the course location or school day class schedule followed.
3. Approval from the State Board of Education in January 2010, revised the Dual Enrollment Credit Rule which included the following new credit conversions which now must be used and followed without local adjustments or requirements:
  - a. 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

- b. Postsecondary quarter hour credit shall be converted to high school unit credit as follows: 1 to 3 quarter hour credits = .5 unit; 4 to 8 quarter hour credits = 1 unit.
4. Students are limited to 4 units of dual credit per semester and 8 units per year regardless of the combination of dual or regular classes scheduled. One hour labs that are part of a class are not counted for dual credit at the high school level, just the college.

## **I. Advisement and Counseling**

Advisement and counseling opportunities are critical to the success of dual enrollment credit students. Students must be advised prior to participation in dual enrollment credit, and carefully monitored as they are completing their coursework.

1. By April 1 of each school year and prior to enrolling students in an eligible institution, school systems shall provide general information about all dual enrollment credit programs to all eighth through eleventh grade students as part of the development of their program of study.
2. Advisement information shall be provided to any interested student and his/her parent(s) or guardian(s).
3. Prior to enrolling, the interested student and his/her parent(s)/guardian(s) are required to sign a form stating that they have received the advisement services specified and they understand the responsibilities and possible consequences of participation.
4. Advisement information shall also include:
  - a. The names of eligible institutions, approved courses, information about approved academic transferable credit, and local and state high school graduation requirements.
  - b. The name of a contact person at each eligible institution for information concerning the program.
  - c. Procedures for scheduling approved courses between the high school and the eligible institutions.
  - d. Financial information for tuition, books and materials.
  - e. The potential effect of the program on a student completing a course and completing required high school graduation requirements.
  - f. Consequences of course incompleteness, course failure and the possible delay of high school graduation.
  - g. Eligibility information for participating in extracurricular activities.
  - h. The academic and social responsibilities of the student and parent(s) or guardian(s), including continuing responsibilities to obey the rules of both the eligible institution and the high school.
5. Advisement and counseling should be ongoing for all dual enrollment credit students. Counselors should monitor dual enrolled students to ensure they maintain satisfactory academic progress toward the completion of all high school graduation requirements. Students and their parents should maintain contact with the high school counselor

throughout the year. High school and college counselors should be contacted immediately if any changes occur with the student and his/her academic status.

## **J. Seat Time**

Students participating in dual enrollment credit programs are exempt from required average instructional time, as specified in Rule 160-5-1-.02.

## **K. Local Education Agency Responsibilities**

The LEA shall:

1. Identify eligible students according to program criteria, as described in *Dual enrollment credit Guidance*.
2. For funding purposes, report dual enrollment credit students in accordance with FTE guidelines as described in *FTE Data Collection Program Codes and Weights*.
3. Require eligible students to meet state assessment requirements as required in State Board of Education Rule 160-3-1-.07 TESTING PROGRAMS - STUDENT ASSESSMENT.
4. Apply the provisions of Rule 160-5-1-.18 COMPETITIVE INTERSCHOLASTIC ACTIVITIES IN GRADES 6-12 to students enrolled in an approved Dual enrollment credit program.
5. Award secondary credit toward state and local high school graduation requirements for the successful completion of any approved dual enrollment credit course, as documented on the student's high school transcript.
6. By April 1 of each school year or prior to enrollment in an eligible institution, school systems shall provide general information about dual enrollment credit programs to all eighth through eleventh grade students as part of the development of their program of study.
7. Develop policies on dual enrollment credit programs that provide for the assignment of high school classes to students who do not participate in the program after they have enrolled.
8. Provide advisement information to any interested student and his/her parent(s) or guardian(s), as described above in section I.
9. Monitor students who participate in dual enrollment credit coursework to ensure they maintain satisfactory academic progress toward the completion of all high school graduation requirements.

## **L. Joint Enrollment**

Joint enrollment is an arrangement whereby a high school student is enrolled in postsecondary coursework with an eligible postsecondary institution while continuing to pursue his or her high school diploma. Joint enrollment coursework **earns post-secondary credit only**. High school credit cannot be given for joint enrollment courses.

Students who are not accepted by Georgia Student Finance Commission for participation in lottery funded dual programs can choose to participate in joint enrollment programs if they have been accepted by a state public or private postsecondary institution. They are eligible to take the identified courses or non-identified courses for lottery-funded programs but they will only receive college credit. The student or the student's parent/guardian may be responsible for all costs related to participation in a non-lottery-funded joint enrollment program. The courses taken will count against the HOPE cap.

### **M. Articulation**

Articulated credit refers to credit that students are awarded by both the high school and the post-secondary institution when they have successfully completed identified high school academic and career related courses leading to a diploma, certificate or degree. Through an articulation agreement, institutions agree to aid in a seamless transition without repetition of course work already mastered in high school. There are no costs for participation since the course work is high school courses taught at the local high school, during their normal high school day with their regular high school teachers.

There are some approved state articulated courses that are accepted by all Technical College System of Georgia colleges and more being developed.