

Dual Enrollment Student Participation Agreement FY2019

Name of Student _____ Date of Birth _____
 Student's High School _____
 Student's School System Name _____
 Anticipated Date of Graduation _____ Current Grade Level _____

The **Dual Enrollment (DE)** program provides opportunities for eligible students in grades 9-12 to enroll part- or full-time in postsecondary institutions and take college courses to earn both high school and college credit.

*Note: Copies of this completed form **should** be provided to the students, parents/guardians, and respective postsecondary institution(s).*
*Note: This completed form **should not** be forwarded to the Georgia Department of Education or the Georgia Student Finance Commission.*

I. Dual Enrollment (DE) Requirements *(Reviewed and initialed by Parents/Guardians)*

- _____ The student's Individual Graduation Plan has been updated to reflect the plan of study through the DE program.
- _____ The eligible DE student must contact the high school counselor for approval before **any** course/schedule changes can be made during the semester/quarter. All DE courses and the course grade will become part of the student's high school permanent transcript.
- _____ The student and parent/guardian acknowledges that should a participating DE student choose to withdraw from a college course, the high school will make its best attempt to place that student in a corresponding high school course or online credit opportunity to meet course completion and graduation requirements. If no corresponding course or credit recovery opportunity is possible, the local school system shall determine how the course will be recorded as a withdrawal or incomplete on the student's transcript. (Check with school officials for the local school system policy regarding withdrawal from DE classes.)
- _____ DE expectations and responsibilities have been shared by the school counselor and all student and parent/guardian questions/concerns have been discussed.
- _____ The parent/guardian acknowledges that the U.S. Department of Education requires that all post- secondary institutions provide training on sexual assault awareness and prevention under the Violence Against Women Act. This mandatory training information will be provided by post-secondary institutions at no cost and could include DE students.
- _____ A student participating in the High School Postsecondary Graduation Opportunity must complete all state- required coursework and any state-required assessments associated with these courses per the GADOE assessment guidelines/ requirement; whether courses are taken at the high school or through DE. High School Postsecondary Graduation Opportunity program requirements will be explained by the high school counselor during the advisement session.

I, _____, hereby grant permission for the college/university to release

 (Student Name – Please Print) _____ information of my enrollment and grades, including class schedules and transcripts, to my high school counselor or principal, for the purpose of verifying my high school graduation requirements. This release will remain in effect throughout my enrollment as a DE student.

II. Dual Enrollment Semester of Participation: *This document is required each semester/quarter:*

Term: _____ **Year:** _____

I have applied or plan to apply as a DE student to the following College/Postsecondary Institution(s):

III. High School Courses for Credit through DE. Final schedule will be based on college availability.

_____ **Part-Time DE Student** (Combination of DE + High School course(s) to equal full high school schedule)

_____ **Full-Time DE Student** (DE courses – Minimum of 12+ hours with at least 4 + postsecondary courses)

High School Course Number and Name Example: 23.03400 Advanced Composition	College Course Number and Name Example: ENGL 1101 Composition and Rhetoric

IV. Students Pursuing High School Postsecondary Graduation Opportunity

Check below.

_____ Associates Degree

_____ Technical College Diploma

_____ Two (2) Technical College Certificates (TCCs)

Program Study/Major _____

V. Dual Enrollment Participation Signatures

Student Name Printed _____ Date _____

Student Signature _____

Student Phone Number _____ Student Email _____

Parent/Guardian Name Printed _____ Date _____

Parent/Guardian Signature _____

Parent/Guardian Phone Number _____ Parent Email _____

School Counselor Name Printed _____ Date _____

School Counselor Signature _____

Phone Number _____ Email _____

VI. General Information

1. DE classes attended on the college campus follow the college calendar and DE classes attended on the high school campus during their scheduled school day follow the high school calendar.
2. Students participating in DE college courses should do so with the knowledge that the course work may be more rigorous and challenging than high school courses. Students are held to a higher degree of independent responsibility and accountability than in regular high school classes.
3. Students may be responsible for additional costs, such as course or lab fees/supplies, and/or fees charged for late or damaged textbooks.

Please email completed form to DEadmissions@GwinnettTech.edu or e-fax to (678) 226-7376