

### **1. What is the Dual Enrollment Program?**

Georgia's Dual Enrollment program allows high school students (9th-12th grade) to earn college credit while working on their high school diploma. The Dual Enrollment program includes provisions to help remove some of the financial barriers that may prevent students from participating in a dual enrollment program.

High schools are to provide Dual Enrollment program information to each 8th grade public school student at the time the student is developing his or her individual graduation plan as required by O.C.G.A. 20-2-327 and to high school students by February 1 as required by O.C.G.A. 20-2-161.3(d) and State Board of Education Rule 160-4-2-.34(b).

### **2. How can a student earn a high school diploma through the High School Postsecondary Graduation Opportunity Plan?**

The High School Postsecondary Graduation Opportunity, in accordance with O.C.G.A. §20-2-149.2, allows eligible high school students to pursue a postsecondary diploma, certificate or associate degree, while earning a high school diploma. Students must speak with their high school counselor to explore the options associated with this opportunity. A list of the High School Postsecondary Graduation Opportunity required courses and GaDOE policy may be found at the link below.

[GaDOE Dual Enrollment High School Postsecondary Graduation Opportunity Policy](#)

Eligible high school students may choose to pursue their high school diploma by:

1. Completing 9th Grade Literature and Composition, American Literature and Composition, Algebra 1 or equivalent, Geometry or equivalent, Biology, Physical Science or Physics, US History, and American Government/Civic and Economics, the associated End of Course tests for each, and one Health and Personal Fitness course; and
2. Enrolling at an eligible participating postsecondary institution and earning one of the following:
  - a. Associate degree,
  - b. Technical diploma, or
  - c. Two certificates in one specific career pathway, all postsecondary academic education, technical education and training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field as determined by the Technical College System of Georgia (TCSG).

## **PARTICIPATION IN DUAL ENROLLMENT**

### **3. How do eligible high schools, home study programs and postsecondary institutions participate in Dual Enrollment?**

Each eligible high school, home study program and postsecondary institution must execute a Dual

Enrollment Participation Agreement as prescribed by GSFC in order to participate in the program.

- High schools may choose to participate by completing the Dual Enrollment Four-Year High School Participation Agreement.
- Eligible home study students may choose to participate in Dual Enrollment by their parent completing the Dual Enrollment Home Study funding application/Participation Agreement each term.
- Eligible postsecondary institutions may choose to participate in Dual Enrollment by completing the Postsecondary Institution Program Participation Agreement for State Programs.

#### **4. Where can the Dual Enrollment Program Participation Agreements be found?**

The [Dual Enrollment Four-Year High School Participation Agreement](#) and the [Dual Enrollment funding application/Participation Agreement for Home Study](#) are located on **GAfutures.org** in the **Dual Enrollment section**. Additionally, the High School Agreement is available in STARS.

### **ELIGIBILITY**

#### **5. Which students are eligible to participate in Dual Enrollment?**

To be eligible to participate in the Dual Enrollment program, high school students, must, be enrolled in the 9th, 10th, 11th or 12th grade (9th grade begins with Fall term) at a participating eligible high school or in a home study program operated in pursuant to O.C.G.A. 20-2-690.

Students must meet the dual enrollment admissions requirements set by the participating postsecondary institution they wish to attend. Those requirements may include a minimum grade level and/or age requirement.

The admissions requirements set for applicants wishing to participate in the Dual Enrollment program may not differ from those set for dual enrollment students wishing to attend the institution in the same manner but who are not eligible for Dual Enrollment.

Students must also meet the postsecondary institution's satisfactory academic progress policies.

#### **6. Is there a residency requirement to participate in Dual Enrollment?**

There is no residence or citizenship requirement to participate in the Dual Enrollment program. A student must be enrolled at an eligible participating high school located in Georgia or home study program operated pursuant to Code Section 20-2-690 located in Georgia, and meet the postsecondary admissions requirements and enroll in a participating postsecondary institution.

#### **7. Can a student attending an out-of-state high school, home study program or distance learning program operated in another state participate in the Dual Enrollment program as long as they live in Georgia?**

A student living in Georgia but attending a public or private high school out of state is not

eligible for Dual Enrollment.

A student must be enrolled in an eligible participating high school or home study program operated pursuant to Code Section 20-2-690 in order to participate in the Dual Enrollment program. A home study program utilizing curriculum from out of state does not disqualify the home study student whose parent completed the requirements of O.C.G.A. 20-2-690.

**8. Can participating high schools establish eligibility requirements for participating Dual Enrollment students?**

Students meeting the definition of ‘eligible high school student’ are eligible to participate provided the Dual Enrollment admissions requirements to attend the eligible participating postsecondary institution are met. High schools are to provide Dual Enrollment program information to each 8th grade public school student at the time the student is developing his or her individual graduation plan as required by O.C.G.A. 20-2-327 and to high school students by February 1 as required by O.C.G.A. 20-2-161.3(d).

**9. Are Dual Enrollment students eligible to continue to participate in extracurricular activities, clubs and athletics at their high school?**

Yes, Dual Enrollment students may continue to participate in activities, clubs and athletics at their high school.

**ADMISSIONS & APPLICATION**

**10. Can postsecondary institutions set admissions policies for Dual Enrollment applicants?**

Each participating postsecondary institution can set its own admissions policies for high school dual enrollment students. The admissions policies for all high school dual enrollment students must be the same whether the student is funded through Dual Enrollment or another funding source. The admissions policies for dual enrollment students do not have to be the same policy for the traditional student population (e.g. college-age freshmen, transfers, etc.).

**11. What is the application process for Dual Enrollment?**

The Dual Enrollment funding application has three parts:

*Part I:* Student Section – should include parent and student information.

*Part II:* High School or Home Study Program Section – should include student information and advisement of dual enrollment and high school requirements.

*Part III:* Postsecondary Institution Section – should include student information and advisement of dual enrollment, as well as postsecondary course requirements.

The Dual Enrollment funding application is required each term the student plans to participate in the Dual Enrollment program and would like to receive funding for the Dual Enrollment

program.

The Dual Enrollment funding application requires the dual enrollment courses to be listed and approved by the high school/home study program and postsecondary institution. The courses must be from the [Dual Enrollment Approved Course Directory](#) located on **GAfutures.org**.

## **12. Are there application deadlines?**

The Dual Enrollment program does have term specific application deadlines.

The student, high school/home study program or parent and the postsecondary institution must complete the Dual Enrollment funding application and submit it to GSFC by the last day of the postsecondary term, semester or quarter, or the student's withdrawal date, whichever occurs first.

High schools may also have a Dual Enrollment procedure for students and parents. Students must be approved and classified as a Dual Enrollment student.

High schools and postsecondary institutions may also set earlier institutional deadlines for participation.

## **13. Is there a limit to the number of credit hours a student may enroll during one term?**

Yes, beginning fall 2018, an eligible Dual Enrollment student may enroll and receive funding for courses up to the maximum of 15 semester or 12 quarter hours per term.

## **14. Can a Dual Enrollment student attend more than one postsecondary institution in one term?**

Yes, a Dual Enrollment student may take courses at more than one postsecondary institution. The Dual Enrollment funding application must be completed for each participating Eligible Postsecondary Institution. However, Dual Enrollment funds have a per term maximum of 15 semester or 12 quarter hours.

## **ENROLLMENT REQUIREMENTS**

### **15. Are Dual Enrollment students eligible to enroll in online courses?**

Yes, Dual Enrollment students may enroll in courses offered online provided the course appears on the approved course directory. Students should be advised to carefully consider (1) whether an online course is a good fit before enrolling in the course and (2) to pursue a course load that is manageable.

### **16. Are public high school students required to take an End of Course (EOC) assessment associated with a course they complete through the Dual Enrollment program?**

Public high school students who earn postsecondary credit for a course associated with an

EOC are exempt from the requirement to take certain EOCs. The table below provides an overview of the EOCs eligible for exemption and those that are not eligible. Students who are home schooled or attend a private high school are not required to take EOCs.

Required of All Students	Allowed Exemption
Ninth Grade Literature & Composition	American Literature & Composition
Coordinate Algebra or Algebra I	Physical Science
Analytic Geometry or Geometry	US History
Biology	Economics

**17. How are courses added to the approved Dual Enrollment Course Directory?**

Each postsecondary institution must submit courses through the GATRACS process. Courses are submitted to GaDOE for review and the assignment of a high school course number for dual credit tracking on the transcripts.

Upon the completion of the process, the courses are included in the [Dual Enrollment Approved Course Directory](#) located on [GAfutures.org](#).

**18. What if my institution is not familiar with the GATRACS process?**

Contact the GATRACS (Georgia Transfer Articulation Cooperative Services) office at [GATRACS@usg.edu](mailto:GATRACS@usg.edu).

They can provide assistance or training on the GATRACS process of submitting courses for approval to the Dual Enrollment Approved Course Directory.

**19. How often is the Dual Enrollment Approved Course Directory updated?**

The course directory is updated weekly.

**FUNDING**

**20. How is Dual Enrollment funded?**

The program is funded through state appropriations. Postsecondary institutions must invoice GSFC to receive payment.

**21. What Dual Enrollment funds are provided at the postsecondary level?**

Courses listed on a funding application which exceed the 15 semester or 12 quarter hours maximum limit are not included in Dual Enrollment funding.

***Tuition***

**Public Postsecondary Institutions:** Standard undergraduate tuition for a maximum of 15

semester hours or 12 quarter hours per term.

**Private Postsecondary Institutions:** \$250 per semester hour and a maximum of 15 hours; \$187 per quarter hour and a maximum of 12 hours per term.

In the event the funds provided to the institution by GSFC do not cover a student's tuition for the term, the institution must waive/not charge the student any remaining tuition balance.

### ***Textbooks***

Postsecondary institutions on the semester system will receive a payment of \$25 per semester hour (up to the 15 hour maximum) to be applied towards textbooks. Institutions on the quarter system will receive a payment of \$15 per quarter hour (up to the 12 hour maximum).

Institutions are required to provide textbooks at no cost to participating students.

The postsecondary institution may charge a Dual Enrollment recipient a fine for a lost or damaged book which was loaned to the student, up to \$75 or the cost of the book minus the book allowance, whichever is less.

### ***Mandatory Fees***

Postsecondary institutions will receive \$50 per semester or quarter for each participating Dual Enrollment student to be applied to mandatory fees. The institutions are required to waive any remaining balance of mandatory fees.

If the institution does not charge any mandatory fees to all students then the institution will not receive the \$50 Dual Enrollment fee amount.

### ***Other Fees***

#### **Non-Course Related Fees**

Institutions may not charge students for non-course related fees. Non-course related fees are those fees charged by a postsecondary institution to students regardless of enrollment status and are not charged to every student. These fees do not include fees that are optional to a student such as parking fees, graduation fees, etc. If a postsecondary institution charges a fee to all students, then the fee is considered mandatory. Room and board fees, charges or deposits, meal plan costs and charges, or fines incurred due to actions by a student such as parking tickets, library fines, and late fees or lost or damaged book charges, are not included in non-course related fees.

#### **Course Related Fees**

The Eligible Postsecondary Institution can charge the student course related fees for supplies or require the student to have the required course related items. Course related fees or supply items are considered required for participation in a specific course and all students enrolled in the specific course are required to purchase or pay a fee for such items. Course related fees or supplies may include: lab fees, materials, supplies, tools and equipment. Course related fees or supplies do not include books. Dual Enrollment will not provide for course related fees.

## **22. If an institution offers optional access to facilities and resources not supported through the student mandatory fees, can the student be charged?**

Yes, if the student chooses to use facilities or resources not made available to all students through mandatory fees the student can be charged for the optional resource or activity.

**23. What Dual Enrollment funds are provided at the high school level?**

Public high schools maintain the full FTE funding but do not receive the \$200 administrative fee that was available with the previous Dual Enrollment program.

**24. Does a Dual Enrollment student have full access to all facilities and resources at the postsecondary institution?**

Yes, since the institutions must consider a Dual Enrollment student as having his or her mandatory and non-course related fees as paid in full, the student must be provided access to all the facilities, services and resources funded through the mandatory fees.

**25. Are participating high schools required to provide transportation between the high school and the postsecondary institution for their Dual Enrollment students?**

High schools are not required to provide transportation to and from the postsecondary institution.

**26. Can students be dual enrolled but not eligible for funding through the Dual Enrollment Program?**

Yes, students can be dual enrolled and not eligible for Dual Enrollment funding. For instance, students who attend a high school which is not participating in the Dual Enrollment program, or has reached the Dual Enrollment Length of Eligibility limit, or enroll in courses which are not chosen from the *Dual Enrollment Approved Course Directory* are ineligible to receive Dual Enrollment funding. Note: the Dual Enrollment funding application is to be used for approving courses that will request funding.

**27. Are Dual Enrollment course hours included in the eligibility determination for the HOPE or Zell Miller Scholarship?**

High school credit will be given for degree-level core courses taken as a Dual Enrollment student and included in determining a student's *high school* HOPE GPA. The Dual Enrollment coursework cannot be used to gain HOPE Scholarship eligibility while in high school or to determine HOPE Scholarship eligibility for non-HOPE scholars.

**28. Are Dual Enrollment credit hours included in the college level HOPE/Zell Miller Scholarship GPA calculation and/or limits?**

No, according to the Program regulations, college credit hours taken prior to high school graduation, such as dual credit enrollment, are not counted as attempted hours nor are they included in the combined paid hours limit for purposes of HOPE or Zell Miller Scholarship eligibility. The hours are not included in a student's *postsecondary* HOPE GPA.