**Fulton County Schools Dual Enrollment Contract 2019-2020**

Fulton County Schools Dual Enrollment Deadline for applying to the college is March 30th for fall term and November 30th for spring term. Student completes FCS Dual Enrollment Contract, Student Participation Form and the application for admissions into the post-secondary institution’s dual enrollment program (for summer and fall term participation).

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Grade Level \_\_\_\_\_ Total Credits Earned to Date \_\_\_\_\_\_\_\_\_ Graduation Year \_\_\_\_\_\_\_\_\_**

**Postsecondary Institution ❒ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The student is applying for dual enrollment for the following school term(s)**

**❒ SUMMER 2019** ❒ **FALL 2019** ❒ **SPRING 2020**

**FOR SCHOOL USE ONLY** For students pursuing an SB2 diploma (select one):

\_\_\_\_\_ Associate's Degree \_\_\_\_\_ Technical College Diploma \_\_\_\_\_ Two (2) Technical College Certificates (TCCs)

Program of study/major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enrollment options (select one):**

❒ Full-time dual enrollment student.

❒ Part-time dual enrollment student and complete additional courses at their local high school.

**\*Dual enrollment students are responsible for meeting the district and the State Board of Education requirements for graduation based upon 9th grade entry date. The student will need to complete the following classes to fulfill the Fulton County School System graduation requirements as outlined in Fulton County School District Board Policy IHF (9).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Math** | **Science** | **Social Studies** | **ELA** | **Electives** |
|  |  |  |  |  |
|  |  |  |  |  |

**Projected Student Schedule**

|  |  |  |
| --- | --- | --- |
| **Course:** | **HS Course or DE Course:** | **Semester (Fall/Spring):** |
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**\*Note- Students taking Biology for the first time to meet the Biology graduation requirement, must take the End of Course Test.**

**Student and Parent, please read and initial each section below**

**\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ Student participation in any dual enrollment program, as defined in the State Board Policy for Dual Enrollment Programs, is a student choice. Because this choice exists for students, it is the responsibility of the student and the parent/guardian to be knowledgeable about the program and its potential effects upon high school graduation, grade point averages, HOPE eligibility, and rank in class.**

**\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ ELIGIBILITY:**

**A student shall be eligible to participate in the program if he/she:**

1. Is enrolled in a Fulton County School high school, and
2. Has not received a high school diploma, and
3. Meets admission requirements and has been accepted by an eligible postsecondary institution

**\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ STUDENT PARTICIPATION:**

**Participation in the program requires the student to:**

1. Maintain communication with the student’s school counselor while in any dual enrollment program.
2. Provide to the high school a copy of a completed Dual Enrollment Student Participation Agreement and Fulton County Dual Enrollment Contract.
3. Provide to the high school a copy of the college schedule upon class registration (must be received prior to financial aid payment).
4. Complete Dual Enrollment Funding Application by the posted college’s and GSFC deadline (must be received prior to financial aid payment).
5. Obtain counselor approval **BEFORE** any changes are made to the college schedule.
6. Georgia Student Finance Commission covers up to 15 semester hours of funding.
7. A student is ineligible to receive Dual Enrollment payment for courses not selected from the Dual Enrollment Course Directory.
8. Follow the rules and regulations of the college and Fulton County School District.
9. Provide his/her own transportation if student takes courses off campus. Students are responsible for ensuring they arrive to courses scheduled at his/her high school on time, and remaining off campus when not scheduled for courses and/or participating in a supervised activity.
10. Work with the college on all necessary SSD (services for students with disabilities) procedures, if applicable. \*Note- FCS 504’s and IEP’s do not transfer to the college setting.
11. Complete all required courses for high school graduation.
12. Submit the official college transcript to the high school five days before the end of the spring semester to be eligible to participate in the graduation rehearsals and ceremony.

**Please note: Post-secondary institutions do NOT follow the Fulton County School District calendar. Students are expected to meet attendance requirements and follow the schedule of the post-secondary institution for dual enrollment courses.**

**\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ STATE ASSESSMENT**

1. The student is required to meet all state assessment requirements. Students will be required to take End of Course state assessments required for specific courses.
2. The courses taken by the student at the college may contain some but not all of the concepts and topics taught in high school. (NOTE: High school courses must be based on the Common Core Georgia Performance Standards. College courses do not have to meet this requirement.)
3. The student is responsible for making arrangements with the home school to take all required state assessments.
4. For any college course that requires an EOC, the student's grade for the college class on their high school transcript will be calculated as 20% of their EOC grade and 80% of their final grade in their college course. The student's college transcript grade will not change.

**­­­\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ COURSE CREDIT**

1. The semester/quarter hours awarded by the postsecondary institution will be converted to Carnegie Units on the student’s transcript.

|  |  |
| --- | --- |
| **College Hours** | **High School Credit** |
| One to Two Semester Credit Hours | .5 High School Unit Credit |
| Three to Five Semester Credit Hours | 1.0 High School Unit Credit |
| One to Three Quarter Credit Hours | .5 High School Unit Credit |
| Four to Eight Quarter Credit Hours | 1.0 High School Unit Credit |

1. The student’s letter grade on the college transcript will be converted to a numeric grade in accordance with district board policy IH, VII. Honors points will be added to the numeric grade at the end of the term for passed classes only. A=95, B=85, C=75, D=70 and F=60.

**\_\_\_\_\_\_/\_\_\_\_\_\_\_ COURSE INCOMPLETION, WITHDRAWAL, OR FAILURE**

1. A student’s graduation may be delayed if:

* A student withdraws from or fails a course needed for graduation.
  + Students are not guaranteed high school level course placement beyond the first 10 days of the semester for any dropped/withdrawn dual enrollment courses.
* A course is audited rather than taken for credit.
* A student withdraws from a college class or fails a college class needed for graduation and is unable to enroll in a district high school or college course that will allow on-time graduation. Not every course is offered every semester.
* A student withdraws from a college class and enters a high school class, potentially missing course content.

1. A student will receive final marks for all dual enrollment coursework. If a student withdraws from a course, and does not transfer/enroll in another course at the college or high school, he/she will receive a “W” (withdrawn) as a final mark on the Fulton County Official Transcript. The “W” does not count for any amount of credit.
2. Any change to dual enrollment course work, needs to be approved by the high school counselor prior to the change.

**\_\_\_\_\_\_/\_\_\_\_\_\_\_ COMPETITIVE ACTIVITIES**

“To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry the equivalent of at least 2.5 Carnegie Units counting toward graduation the semester immediately preceding participation” **(Georgia High School Association Constitution and By-Laws)**. Other eligibility concerns may be confirmed with the athletic director. Parents will need to consider whether practices, games, etc. will interfere with the completion of postsecondary course requirements.

**We have read and understand all the conditions and procedures outlined in the Dual Enrollment contract. We understand that we must abide by high school rules and requirements, which may differ from college rules and requirements.**

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Counselor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Next Steps for Dual Enrollment:**

1. **The student must complete the admissions application for the college/university by March 30th (summer/fall participation) and November 30th (spring participation).**
2. **The student must provide the school counselor a copy of their college schedule and have their high school schedule completed with dual enrollment and any face to face classes by August 1for fall term and the last day of the term in December for spring term. Any student that has not provided their counselor a copy of their college course schedule by August 1st for fall term or last day of the term for spring will be rescheduled for high school face to face courses**

**\*Note it is the expectation of Fulton County Schools that all enrolled students are fully and accurately scheduled by August 1 for fall and the last day of the semester for spring.**