

Wilkinson County High School Dual Enrollment Handbook 2020-2021



School Theme: One Team, One Dream



*District Vision-Making students competent builders of a globally competitive future.
District Mission-Expand-Empower-Excel (E³)*

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Introduction

The Wilkinson County High School provides opportunities for students to take college courses while in high school. This provides students an opportunity to earn college credit before graduating with a high school diploma. The Dual Enrollment (DE) program is governed by the Georgia Student Finance Commission. This dual enrollment handbook provides rules and regulations set forth by the Dual Enrollment Program of Georgia.

Academic Compliance

Students must maintain satisfactory academic progress as defined by the eligible postsecondary institution and the high school. Students must pass all dual enrollment classes to remain in the program with a grade of 70 (C) or better. If students fail one course they will be placed on academic warning. If a student fails a second course he or she will be not allowed to take any more dual enrollment classes.

Dual Enrollment Admission Process

- Meet with school counselor
- Apply to the college/university and meet admission requirements
- Attend a parent/student meeting with high school counselor to register college courses and review high school credits/graduation requirements
- Set-up a GAFUTURES account, complete DE online funding application and parent acknowledgement form

Counseling Department Information

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It is the policy of the Wilkinson County Board of Education not to discriminate on the basis of sex, race, religion, disability, or national origin in, its educational programs, activities, or employment practices.

Program Overview

The Dual Enrollment (DE) Program provides for participation in Dual Credit Enrollment for Eligible High School and Home Study students. These students earn postsecondary credit hours while simultaneously meeting their high school graduation or Home Study completion requirements.

Effective Summer term 2020 Fiscal Year (FY) (FY2021), eligible high school students, enrolled in 10th, 11th and 12th grades, may receive Dual Enrollment funding for eligible core courses in english, math, science, social sciences and world (foreign) languages, or Career, Technical and Agricultural Education (CTAE) career pathway courses at eligible participating postsecondary institutions, up to the 30 semester or 45 quarter hours program Funding Cap.

Program Specific Eligibility Requirements

General Eligibility

- An Eligible High School is any private or public secondary educational institution physically within the State of Georgia and any Home Study program operated pursuant to O.C.G.A. §20-2-690 and completes the program participation agreement.
- A student who does not live in Georgia may participate in the Dual Enrollment Program if the student is enrolled and physically attending a participating high school in Georgia and meets all other eligibility requirements.
- An eligible student must be enrolled in an approved eligible core academic area course(s) in english, math, science, social sciences and world (foreign) languages, and Career, Technical and Agricultural Education (CTAE) career pathway course(s) listed on the Dual Enrollment Course Directory.

Grade Level Eligibility

- A student must be a 10th, 11th or 12th grade student at an eligible High School, subject to the limitations set forth in these program regulations.
- Students in the 11th or 12th grade may enroll in any approved Dual Enrollment courses at an eligible participating postsecondary institution (USG-University System of Georgia or TCSG-Technical College System of Georgia or private).

- Students in the 10th grade may enroll in approved Career, Technical and Agricultural Education (CTAE) courses at a participating TCSG institution only.
- Students in the 10th grade with a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, taken prior to the term of enrollment and in the GSFC Dual Enrollment system, may enroll in any approved Dual Enrollment courses at a TCSG, USG or private eligible participating postsecondary institution.

Enrollment Status

- A student may enroll at two or more eligible postsecondary institutions during a single term. An eligible dual enrollment student cannot receive dual enrollment funding for hours which exceed the 15 semester or 12 quarter hours per term limit, regardless of the number of eligible postsecondary institutions in which the student is Enrolled.
- Prior to participating in the Dual Enrollment funding Program and as part of the application process, the student and student's parent/guardian must sign a student participation agreement (SPA) acknowledging an understanding of the responsibilities assumed by the student while participating in Dual Enrollment.
- A student must abide by the rules of the eligible high school or home study program and the Eligible Postsecondary Institution the student is attending, and a student can be denied participation at any time in the Dual Enrollment Program for violations of such rules.

Length of Eligibility –Funding Cap

- Effective Summer term 2020 (FY2021), the Dual Enrollment Program has a 30 semester or 45 quarter hours Funding Cap and a 15 semester or 12 quarter hours per term limit.
 - For the term in which a student reaches the Dual Enrollment program Funding Cap of 30 semester or 45 quarter Paid Hours, the student can be paid only for hours up to the Funding Cap.
- Eligible students who received Dual Enrollment funding for 18 semester or 28 quarter hours or less, paid for terms through Spring term 2020 (FY2020), may receive funding up to the 30 semester or 45 quarter Paid Hours program Funding Cap, for enrollment Summer term 2020 (FY2021) or later.

- The paid hours for Spring term 2020 (FY2020) and prior are included in the Funding Cap calculation.
- Eligible students who received Dual Enrollment funding for 19 semester or 29 quarter hours or more, paid for terms through Spring term 2020 (FY 2020), may receive funding for an additional 12 semester or 18 quarters hours of enrollment Summer term 2020 (FY2021) or later.

Course Withdrawal

- A student becomes ineligible to continue receiving dual enrollment program funding after his or her second (2nd) course withdrawal from an approved dual enrollment course(s), occurring Summer term 2020 or later, regardless of the total paid hours or funding cap calculation.
- All postsecondary coursework must be completed prior to the student's high school graduation or Home Study completion date in order to receive Dual Enrollment funds. In no case shall Dual Enrollment funds be awarded for postsecondary coursework scheduled, per the Eligible Postsecondary Institution's calendar, for a term in which a student may not be awarded Dual Credit toward graduation and not listed on the high school academic transcript from the Eligible High School or Home Study program.

Satisfactory Academic Progress

A student must maintain Satisfactory Academic Progress (SAP), as defined and certified by his or her eligible Postsecondary Institution. When students received financial aid for college (dual enrollment and post-secondary education) they **must** adhere to the satisfactory academic policy (SAP) set forth by the financial aid office at the prospective college. Satisfactory Academic Progress (SAP) is measured in three areas:

Minimum Cumulative Financial Aid GPA, Completion Rate (Pace), Maximum Time Frame

When a student fails a college course the SAP is affected. This can affect your son/daughter with receiving financial aid for dual enrollment and after high school at a post-secondary institution. This SAP policy can be found on the college website and also on the federal student aid website, www.studentaid.gov.

Eligibility Postsecondary Institution

The eligible Postsecondary Institution may charge students tuition, mandatory fees and book costs in cases of:

- The term in which the student reaches the funding cap, the eligible postsecondary Institution may charge tuition and a prorated portion of the mandatory fees and book costs, based on credit hours not covered by Dual Enrollment funding.
- The eligible Postsecondary Institution may charge students who chose to continue to enroll in additional terms and courses exceeding the Funding Cap, and such students are not subject to these regulations.
- The eligible Postsecondary Institution may charge for courses that do not appear on the approved course directory but which the student chooses to enroll, and such students are not subject to these regulations.

The eligible Postsecondary Institution must inform Dual Enrollment students of any costs which may be their responsibility prior to the payment deadline for each term of enrollment.

eligible Postsecondary Institutions have the authority to implement institutional policies of admission acceptances and course offerings for dual enrollment student participation.

Eligible Coursework

An eligible student may participate and receive dual enrollment program funding, based on grade level eligibility, only for eligible postsecondary credit courses selected from the approved Dual Enrollment Course Directory and approved by the student's eligible High School or Home Study program and Postsecondary Institution. Approved courses include:

- Core academic areas of english, math, science, social studies and world (foreign) languages used by Georgia Student Finance Commission (GSFC) to calculate the grade point average for high school HOPE scholarship academic eligibility.
- CTAE (career, technical, and agricultural education) courses which are aligned with the GaDOE Career Clusters and Pathways.

Courses which the student, dropped, withdrew, failed or stopped attending for which the student received funding count toward the 30 semester and 45 quarter hours program funding cap.

Ineligible Coursework

- A student is ineligible to receive Dual Enrollment funding payment for courses not listed on the approved Dual Enrollment Course Directory.
- A student is ineligible to receive Dual Enrollment funding payment, for courses not specific to his or her grade level eligibility.

Course Repeat or Retake

Effective Summer term 2020 (FY2021) and beyond, a student is ineligible to receive Dual Enrollment funding to repeat or retake a course.

Impact on HOPE Eligibility

- The postsecondary credit hours taken as a Dual Credit Enrollment student, for which dual enrollment funding payment was made, are not counted as attempted hours nor are they included in the Combined Paid-Hours limit for purposes of HOPE Scholarship or Zell Miller Scholarship or Grant eligibility at an eligible postsecondary institution.
- The postsecondary credit hours taken while in high school, (Dual or Joint Enrollment) for which HOPE Grant funding payment is made, are counted as Attempted-Hours and are included in the Combined Paid-Hours limit for purposes of HOPE Scholarship or Zell Miller Scholarship and Grant eligibility.
- Core courses in english, math, science, social sciences and world (foreign) languages taken as a dual enrollment student are included in determining a student's high school HOPE Scholarship GPA calculation.
- Degree-level core courses in english, math, science, social sciences and world (foreign) languages taken as a dual enrollment student are eligible for an additional weight in the student's high school HOPE Scholarship GPA calculation.

Application Process

A student must complete the Dual Enrollment funding application each year of participation in the Dual Enrollment funding Program.

- The student should complete the appropriate program year application prior to enrolling at the postsecondary institution for which dual enrollment funds are requested.
- A new application is required should the student transfer high schools or home study programs during the academic year.

- The student's parent/guardian, as part of the application process, must complete the participation agreement prior to the student's enrollment acknowledging an understanding of the responsibilities while participating in the Dual Enrollment funding Program.
- The eligible high school or Home Study program must process the application for each specific term of enrollment with the approved secondary high school course(s) from the Dual Enrollment Course Directory.

Award Amounts

Georgia Student Finance Commission (GSFC) will annually publish the rates to be paid for tuition, mandatory fees and books at eligible Postsecondary Institutions. Annual rates may vary based on course type, course delivery site, institution sector or term of enrollment.

- Where the actual Tuition rate charged for a course is less than the annually published rate, the Dual Enrollment award shall not exceed the approved amount per hour for the institution nor the actual Tuition rate.
- The dual enrollment award can only be applied to Tuition, Mandatory Fees and Books, not other Cost of Attendance (COA) expenses.
- Eligible postsecondary institutions must provide textbooks required for courses taken through the Dual Enrollment Program at no cost to the student. If the course textbook and/or course homework delivery method is provided online or online materials are used in lieu of a physical textbook, the institution must provide the access code at no cost to the student.
 - The eligible Postsecondary Institution is permitted to charge a Dual Enrollment recipient a fine for a lost or damaged book which was loaned to the student. The student may be charged the lesser of:
 - The cost of the book minus the Dual Enrollment book allowance for the specific course or \$75.00.
 - For a student who is enrolled at two or more Eligible Postsecondary Institutions during a single term, the student may receive the published Dual Enrollment rate only for hours listed on the funding application, up to the per term maximum Dual Enrollment funding limit of 15 semester or

12 quarter hours and up to the 30 semester or 45 quarter paid hours
Funding Cap.

The eligible Postsecondary Institution may charge students tuition, mandatory fees and book costs in cases of:

- The term in which the student reaches the Funding Cap, the Eligible Postsecondary Institution may charge tuition and a prorated portion of the mandatory fees and book costs, based on credit hours not covered by Dual Enrollment funding.
- The eligible Postsecondary Institution may charge students who chose to continue to enroll in additional terms and courses exceeding the funding cap, are not subject to these regulations.
- The eligible Postsecondary Institution may charge for courses that do appear on the approved course directory but which the student chooses to enroll.

Award Per School Term

The Dual Enrollment Program is available to students for the standard academic terms of Summer, Fall, and Spring semesters or Summer, Fall, Winter, and Spring quarters.

Regardless of the structure of an eligible postsecondary institution's school terms, a student cannot receive Dual Enrollment payment for more than three semesters or four quarters per Award Year.

Student Notification Award

- Eligible Postsecondary Institutions must notify each Dual Enrollment recipient of the amount he or she is awarded for the Award Year and identify such funds as a Dual Enrollment Program award.
- The Eligible Postsecondary Institution must notify the student of charges not covered by Dual Enrollment funding.

Exceptions of Withdrawal Appeal

The Board of Commissioners of GSFC may grant a Dual Enrollment Exception to a student who fails to meet the regulatory requirements for Dual Enrollment funds in very limited and exceptional cases. The Board of Commissioners has sole discretion to grant an Exception based on the circumstances presented by a student. Each individual Dual Enrollment recipient is limited to one Exception, as granted by the Board of Commissioners, and such Exception shall only apply to one school term, during which Dual Enrollment funds were received.

Exceptions which indicate the student's inability to attend class(es) and complete coursework may be granted in cases of:

- A Serious Illness, Serious Injury experienced by the student in which the student was unable to function and received treatment during the academic term, and within forty-five days preceding the term for which the Exception is being requested.
- An Immediate Family Member and/or stepparent or stepsibling experienced a Serious Illness or Serious Injury and the student had to provide temporary care of the family member. The family member's Serious Illness or Serious Injury must have occurred during the academic term, and within forty-five days preceding the term for which the Exception is being requested.
- Death of an immediate family member and/or stepparent or stepsibling which occurred during the term for which Dual Enrollment program funding was received will be considered. In cases, the family member's death must have occurred during the academic term, and within forty-five days preceding the term for which the Exception is being requested.
- Written support from the high school and postsecondary institution may be required based on the circumstance of the Exception request.

If one of the above situations should occur the student should contact the High School Counselor and College Dual Enrollment Coordinator immediately.

Regulation Changes Due to Covid-19

- Students in the 10th grade which have been prevented from taking the ACT or SAT due to the COVID-19 public health emergency, shall have until December 30, 2020, to obtain a qualifying ACT or SAT score required to enroll in any approved Dual Enrollment core courses at a TCSG, USG or private eligible participating postsecondary institution. Nevertheless, such students may enroll in Dual Enrollment courses for the Summer 2020 and Fall 2020 academic terms subject to this subsection. Students described in this subsection shall be referred to as "Affected Students" in this regulation.

- a. A qualifying score is: a composite scale score of at least 26 on a single National or State/District Administration of the ACT or a minimum score of 1,200 on the combined critical reading and math portions on a single National Administration of the SAT.
- In order to enroll in Dual Enrollment courses, the parent or guardian of the affected student shall pay all tuition, mandatory fees, and book costs for the courses per the institutional policy and sign a waiver agreement with the postsecondary institution confirming that all such payments are made at their own risk.
 - Upon obtaining a qualifying ACT or SAT score (by December 30, 2020) required for 10th Grade students to take Dual Enrollment core courses, affected students and their parent or guardian must take the following actions to be eligible to apply for a reimbursement payment from GSFC:
 - a. The qualifying score transcript must be submitted to GSFC.
 - b. Affected student and his or her parent or guardian must complete the Dual Enrollment funding application (if not already completed).
 - c. The High school and Postsecondary institution must complete the Dual Enrollment funding application for the term.
 - d. The postsecondary institution must invoice GSFC.
 - Upon completing all actions set, the parent or guardian of the affected student shall receive a reimbursement payment from the postsecondary institution for the amount of tuition, mandatory fees and required book(s) for Dual Enrollment courses based on amount actually paid. Reimbursement may not include other expenses and costs, including but not limited to, supplies, course fees, and books or materials which are not covered by the Dual Enrollment funding Program. If an Affected Student does not receive a qualifying ACT or SAT score by December 30, 2020, his or her parent or guardian shall not receive a reimbursement payment.

- Affected students shall be bound by and must fully satisfy all academic requirements and abide by and comply with other laws, regulations, requirements, policies, terms, and conditions pertaining to the Dual Enrollment Program and all other applicable scholarship, grant, and loan programs administered by GSFC and GSFA.
- Nothing within this emergency regulation shall be interpreted as a change in State of Georgia law, regulation or GSFC policy pertaining to the Dual Enrollment Program, or any other scholarship, grant, or loan program administered by GSFC or GSFA with the limited exception of implementing the temporary emergency relief measures described herein.
- This regulation shall automatically expire on December 30, 2020 unless otherwise extended by the Board of Commissioners. GSFC is authorized to issue policies, procedures, and technical guidance to affected students and Eligible Postsecondary Institutions to implement and administer this regulation and its intent.

Funding option beyond the Funding Cap

Hope Bridge funding for high school students is available when a student has reached the funding cap. **This funding available at public colleges only.**

HOPE Grant, Zell Miller Grant, and HOPE Career Grant

- If a student is enrolled in an approved HOPE Career Grant program they may qualify for the HOPE Grant or Zell Miller Grant along with the HOPE CARE Grant.
- All technical college systems of Georgia (TCSG) and some participating University Systems of Georgia (USG) institutions have approved HOPE Career Grant Programs. For a student to qualify they must meet the following requirements:
 1. Must have reached the DE funding cap
 2. Must meet all grant eligibility requirements (GA resident and US Citizen or eligible noncitizen)

Note: The Postsecondary Institution determines the eligibility for HOPE Grant, Zell Miller Grant, and HOPE Career Grant.

HOPE Grant and Zell Miller Grant Eligibility Limits

Hope Bridge funding is available beyond the funding cap at public colleges. Eligibility limits apply.

- Paid-Hours limit 63 semester hours
- The paid hours count in:
 - Student's Combined Paid-Hours limit of 127 semester hours for HOPE Grant, Zell Miller Grant and HOPE Scholarship or Zell Miller Scholarship after high school
- The courses of HOPE Grant Paid Hours do not count in:
 - Student's college HOPE/Zell Miller Scholarship GPA calculation since taken prior to high school graduation or home study completion

HOPE Grant, Zell Miller Grant and HOPE Career Grant

Students must meet academic requirements for Hope Bridge funding beyond funding cap.

Academic Requirements

- HOPE Grant - maintain at least a 2.0 cumulative GPA while receiving HOPE Grant funds
 - GPA checked twice - 30 Paid Hours and 60 Paid Hours Checkpoints
- Zell Miller Grant - minimum at least a 3.5 cumulative GPA while receiving Zell Miller Grant funds
 - GPA checked after each term – End of Term Checkpoint
 - First term is paid retroactively
 - Students that lose ZMG at the end-of-term checkpoint, may regain it if they have the required minimum 3.5 cumulative GPA at the end of the next term

Award Coverage-HOPE Grant, Zell Miller Grant, HOPE Career Grant

- HOPE Grant assists with tuition, does not cover all tuition cost
- Zell Miller Grant covers tuition cost
- HOPE Career Grant provides funds for any cost of attendance
- (tuition, fees and books/supplies, etc.) Student can receive an award for a maximum of 15 semester per term

Hope Career Grant

Eligible Programs and Award

- Student must be receiving HOPE Grant or Zell Miller Grant to also receive HOPE Career Grant
- Student must be enrolled in one of the approved HOPE Career Grant majors/programs
 - List is on GAfutures' HOPE Grant, Zell Miller Grant section

Note: Not all HOPE/Zell Miller Grant eligible programs are eligible for HOPE Career Grant

Note: HOPE Grant or Zell Miller Grant Award can only be applied to tuition.

Application Requirements-HOPE Grant, Zell Miller Grant, HOPE Career Grant

- GSFAPPS – one-time form completed by the student online at GAfutures
- Dual Enrollment funding application can be used if courses are on the approved Course Directory
- Check with the PSI, Post-Secondary Institution, for additional institutional requirements such as: residency documentation

Dual Enrollment Participating Institutions

PUBLIC	TECHNICAL	PRIVATE
Abraham Baldwin Agricultural College Albany State University Atlanta Metropolitan State College Augusta University Clayton State University College of Coastal Georgia Columbus State University Dalton State College East Georgia State College Fort Valley State University Georgia College & State University Georgia Gwinnett College Georgia Highlands College Georgia Institute of Technology Georgia Southern University Georgia Southwestern State University Georgia State University Gordon State College Kennesaw State University Middle Georgia State University Savannah State University South Georgia State College University of Georgia University of North Georgia University of West Georgia Valdosta State University	Albany Technical College Athens Technical College Atlanta Technical College Augusta Technical College Central Georgia Technical College Chattahoochee Technical College Coastal Pines Technical College Columbus Technical College Georgia Northwestern Technical College Georgia Piedmont Technical College Gwinnett Technical College Lanier Technical College North Georgia Technical College Oconee Fall Line Technical College Ogeechee Technical College Savannah Technical College South Georgia Technical College Southeastern Technical College Southern Crescent Technical College Southern Regional Technical College West Georgia Technical College Wiregrass Georgia Technical College	Andrew College Berry College Brenau University Brewton-Parker College Clark Atlanta University DeVry University Embry-Riddle Aeronautical University Emmanuel College Georgia Military College Herzing University LaGrange College Mercer University Oglethorpe University Paine College Piedmont College Point University Reinhardt University Saint Leo University Shorter University Thomas University Toccoa Falls College Truett McConnell University Wesleyan College Young Harris College

References

Georgia Student Finance Commission (2020). Dual Enrollment Program Regulations-1600 - 2020-2021 Award Year. Retrieved from gsfc.georgia.gov.

Georgia Student Finance Commission (2020). Georgia Futures Website. Retrieved from www.gafutures.org