

BOARD POLICY

Descriptive Code: IDCH

DUAL AND JOINT ENROLLMENT PROGRAMS

Date: March 13, 2007

1) DEFINITIONS.

- a) ACCEL program - a lottery-funded dual enrollment program administered by the Georgia Student Finance Commission (GSFC) that under rules promulgated by the GSFC provides for eligible juniors and seniors to take certain courses from postsecondary institutions that count for high school graduation credit *and* postsecondary credit.
- b) Approved courses - courses identified by the Georgia Department of Education that are eligible to be taken under dual enrollment programs.
- c) Course - instruction for which credit is awarded.
- d) Credit - units or portions of units earned and applied toward high school graduation and credit hours earned toward the completion of a postsecondary program of study.
- e) Dual Enrollment - a process through which high school students take courses at a state public or private postsecondary institution while still enrolled as a high school student and receive credit both at the high school and at the postsecondary institution.
- f) Early College - a program jointly operated by the State Board of Education and the Board of Regents that allows identified students to participate in a dual enrollment program prior to the 11th grade.
- g) Eligible Student - a student who is accepted by a state public or private postsecondary institution and GSFC as meeting the requirements for participation in the lottery-funded joint or dual enrollment program.
- h) Gateway to College - a program jointly operated by the State Board of Education and the Board of Regents that allows identified students to participate in a dual enrollment program prior to the 11th grade.
- i) Georgia Student Finance Commission (GSFC) - the Georgia State government agency that administers postsecondary financial aid.
- j) HOPE Grant - the funding mechanism administered by the GSFC that under rules promulgated by the GSFC provides for eligible students to participate in diploma or certificate programs at public postsecondary institutions.
- k) Joint Enrollment - a process through which high school students take courses at a state public or private postsecondary institution while still enrolled as a high school student and receive credit only at the postsecondary institution. GSFC only provides funding for joint enrollment diploma or certificate courses taken at public postsecondary institutions through a Hope Grant.
- l) Lottery-funded Dual Enrollment Programs - programs that are provided to eligible high school students who are taking courses at state public or private postsecondary institutions paid for through lottery funds. These include the ACCEL program for college level coursework and HOPE Grant program for certificate or diploma coursework.

2) REQUIREMENTS FOR ACCEL

- a) Students who participate in this dual enrollment program shall adhere to the ACCEL guidelines as developed by the GSFC.

Page 2 of 4—Policy IDCH—Dual and Joint Enrollment Programs

- b) Courses shall be chosen by eligible students from the list approved by the Georgia Department of Education developed with consideration of input from the parents.

3) REQUIREMENTS FOR HOPE GRANT PROGRAMS

- a) Students who participate in this joint or dual enrollment program shall adhere to the funding guidelines as developed by the GSFC.
- b) Programmatic guidelines for this program shall be developed by the Georgia Department of Education with consideration of input from the Georgia Department of Technical and Adult Education.
- c) Courses shall be chosen by eligible students from the list approved by the Georgia Department of Education developed with consideration of input from the Georgia Department of Technical and Adult Education.

4) REQUIREMENTS FOR SPECIAL DUAL ENROLLMENT PROGRAMS.

- a) Students accepted into Early College or Gateway to College or who participate in one of the full-time dual enrollment programs administered by the Department and the Board of Regents shall abide by the guidelines developed for those programs.
- b) Courses for special dual enrollment programs shall be chosen by eligible students from lists developed by the Georgia Department of Education for such programs with consideration of input from the Georgia Board of Regents.

5) REQUIREMENTS FOR NON-LOTTERY-FUNDED JOINT OR DUAL ENROLLMENT PROGRAMS.

- a) Students who are not accepted by GSFC for participation in lottery-funded dual or joint enrollment programs but who have been accepted by a state public or private postsecondary institution are eligible to take the same courses identified for lottery-funded programs.
- b) The student or the student's parent/guardian is responsible for all costs related to participation in a non-lottery-funded dual or joint enrollment program.

6) AWARDING OF HIGH SCHOOL CREDIT FOR COURSES TAKEN IN DUAL ENROLLMENT PROGRAMS.

- a) The Columbia County Schools System accepts toward state and local high school graduation requirements and subject area requirements of the State Board of Education the postsecondary credit of a student who successfully completes an approved course at an eligible institution and applies the provisions of Rule 160-5-1-.18 COMPETITIVE INTERSCHOLASTIC ACTIVITIES IN GRADES 9-12: NO PASS/NO PARTICIPATE to students enrolled in this program.
- b) All grades (no weighting is to be applied) and amount of credit for each approved course for students who participate in approved dual enrollment programs shall be placed on high school transcripts and shall be used in computing grade point and cumulative numeric averages. The student is responsible for the submission of official numeric

Page 3 of 4—Policy IDCH—Dual and Joint Enrollment Programs

grades. Any letter grade submitted will be calculated as follows: A+ 98, A 95, A- 92, B+ 88, B 85, B- 82, C+ 78, C 75, C- 73, D 71, F 65.

- c) Semester hour credit shall be converted to high school unit credit at a five to one ratio: 5 semester hours = 1 unit; 4 semester hours = .8 unit; 3 semester hours = .6 unit; 2 semester hours = .4 unit; 1 semester hour = .2 unit.
- d) Quarter hour credit shall be converted to high school unit credit at a 7.5 to one ratio: 8 quarter hours = 1.06 units; 7 quarter hours = .92 unit; 6 quarter hours = .79 unit; 5 quarter hours = .66 unit; 4 quarter hours = .53 unit; 3 quarter hours = .4 unit; 2 quarter hours = .26 unit; 1 quarter hour = .13 unit.

7) TESTING PROGRAMS – STUDENT ASSESSMENT

- a) The Columbia County School System requires eligible students to meet state assessment requirements as referenced in State Board of Education Rule 160-3-1-.07 TESTING PROGRAMS – STUDENT ASSESSMENT.
- b) In order to validate and receive credit for postsecondary courses that are taken in lieu of a high school courses, students must take the corresponding End-of-Course-Test (EOCT). The EOCT score will be calculated as 15% of the final grade received at the postsecondary institution; the numerical grade received from the postsecondary institution will count as 85% of the final grade. The student is responsible for the submission of official numeric grades to the local high school. Any letter grade submitted will be averaged as follows: A+ 98, A 95, A- 92, B+ 88, B 85, B-82, C+ - 78, C 75, C- 73D 71, F 65.

8) ADVISEMENT AND RESPONSIBILITIES

- a) The Columbia County School System requires the assignment of high school classes to students who do not participate in the program after they have enrolled.
 - i) A student who enrolls in a postsecondary institution but does not complete the quarter/semester will be scheduled into classes which match the postsecondary classes as closely as possible.
 - ii) The grade which the student earned at the postsecondary institution will be included in the secondary course average.
 - iii) A student who fails a course(s) at the postsecondary institution may continue to be enrolled in the program as long as the institution will accept his or her enrollment. When the institution denies the student's continued enrollment, the high school shall assign secondary courses as stated above.
- b) The Columbia County School System provides students information concerning the opportunity of dual and joint enrollment programs as part of the development of their plan of study. By April 1 of each school year or prior to enrollment in an eligible institution, school guidance counselors provide general information about these programs to all eligible students.
- c) The Columbia County School System, through school-based guidance counselors, provides advisement information for any student, parent(s), or guardian(s) who indicates an interest:

Page 4 of 4—Policy IDCH—Dual and Joint Enrollment Programs

- i) The names of eligible institutions, approved courses, information about approved academic transferable credit and local and state high school graduation requirements.
- ii) The name of a contact person at each eligible institution for information concerning the program.
- iii) Procedures for scheduling approved courses between the high school and the eligible institutions.
- iv) The potential effect of the program on a student completing a course and completing required high school graduation requirements.
- v) Consequences of course incompleteness, course failure and the possible delay of high school graduation.
- vi) Eligibility information for participating in extracurricular activities.
- vii) 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.
 - (1) The Columbia County School System requires parent(s) or guardian(s), if the student is a minor, and the student who elects to participate prior to enrolling to sign a form stating that they have received the counseling services specified and that they understand the responsibilities and possible consequences.
 - (2) In the Columbia County School System, the high school principal shall provide written verification of the student's eligibility and intended enrollment in the eligible institution.
 - (3) In the Columbia County School System, the counselors are responsible for collecting and maintaining a file for the above information.

Authority O.C.G.A. §160-4-2-.34

ADOPTED: FEBRUARY 14, 2006

REVISED: 2/14/06

PROCEDURE: NO

Columbia County Board of Education