



## **Rule 160-4-2-.34 Dual Enrollment**

# **GUIDANCE FOR DUAL ENROLLMENT**

**Georgia Department of Education**

**Kathy Cox, State Superintendent of Schools**

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**GUIDANCE FOR DUAL ENROLLMENT  
STATE BOARD RULE 160-4-2-.34**

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# GUIDANCE FOR DUAL ENROLLMENT

## A. Introduction

Dual Enrollment provides opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Participation in dual enrollment eases the transition from high school to college, provides students an early start on their college careers, and offers meaningful and challenging academic experiences to qualified students, including those who might not otherwise have access to early college opportunities. Dual enrollment can help increase the number of high school graduates who are both college and career ready.

Any eligible high school student may enroll full-time or part-time in approved credit-bearing college-level courses approved by the State Board of Education. Courses may be taken before, during or after regular school hours on the college campus, online or at the high school. Approved courses may count toward high school graduation requirements.

## B. Dual Enrollment Definitions and Acronyms

1. Accel Program. The Accel Program is a non-need based financial aid program funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission to assist students who are simultaneously attending an eligible high school in Georgia and taking coursework leading to an Associate or Baccalaureate Degree from an eligible postsecondary institution in Georgia as a dual credit enrollment student.
2. Approved Courses. Approved courses are those identified by the Georgia Department of Education as eligible to be taken under dual enrollment programs.
3. Articulated Credit. Articulated credit refers to credit that students are awarded by both the high school and the post-secondary institution when they have successfully completed identified academic and career related courses leading to a diploma, certificate or degree. Through an articulation agreement, institutions agree to aid in a seamless transition without repetition of coursework already mastered in high school.
4. Credit. Credits are units or portions of units earned and applied toward high school graduation and credit hours earned toward the completion of a program of study.
5. Distance Learning. Distance learning is an educational process that is characterized by the separation, in time or place, between instructor and student. It may include courses offered principally through the use of television, audio, video cassettes/discs, correspondence, audio/computer conferencing, and transmission by computer, internet, open broadcast, closed circuit, cable, microwave or satellite. The institution offering the distance learning coursework must be a TCSG or USG eligible postsecondary institution.
6. Dual Enrollment. Dual Enrollment is a process through which a high school student takes one or more courses from a state public or private postsecondary institution and receives credit at the high school and at the postsecondary institution.

7. Early College. Early Colleges are small schools where identified young people underrepresented in higher education can simultaneously earn a high school diploma and an Associate's degree or up to two years of college credit toward a Bachelor's degree through a partnering college or university. Early college high schools blend high school and college in a rigorous yet supportive program, compressing the time it takes to complete a high school diploma and the first two years of college. This is designed to assist students prior to the 11<sup>th</sup> grade that are not well-served through traditional high schools.
8. Eligible Institution. An eligible institution is a unit of the University System of Georgia (USG), of the Technical College System of Georgia (TCSG), a private independent nonprofit postsecondary institution that meets the requirements for tuition equalization grants, or a private proprietary postsecondary institution that meets the requirements for tuition equalization grants.
9. Eligible Student. An eligible student is any student enrolled in an eligible high school that is accepted by a state public or private postsecondary institution and meets criteria for participation in dual enrollment programs.
10. Full-time Dual Enrollment. Full time dual enrollment means enrollment for 12 semester hours or the equivalent quarter hours per school term, of postsecondary credit at an eligible postsecondary institution.
11. Full-time Equivalent (FTE). Full-time equivalent is a student count consisting of six state-funded segments per student authorized under O.C.G.A. § 20-2-161.
12. GaCollege411. GaCollege411 is the GSFC website that provides information on careers, Georgia postsecondary institutions, student financial aid and access to electronic college and financial aid applications.
13. Georgia Student Finance Commission (GSFC). GSFC is the Georgia state government agency that administers postsecondary financial aid, including Accel, the Hope Grant, and the Hope Scholarship program.
14. Hope Grant. The Hope Grant is a State of Georgia student financial aid program that provides non-repayable grant assistance to Georgia residents seeking technical Certificates or Diplomas from TCSG and USG eligible postsecondary institutions. The Hope Grant Program is funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission.
15. Joint Enrollment. Joint enrollment is an arrangement whereby a high school student is enrolled in postsecondary coursework with an eligible postsecondary institution while continuing to pursue his or her high school diploma. Joint enrollment coursework earns post-secondary credit only.
16. Move On When Ready. Move On When Ready (House Bill 149) is a program that provides funding through the school's Full Time Equivalency (FTE) funding for eligible full-time dual enrolled students.
17. Part-time Dual Enrollment. Part-time means enrollment for the equivalent of 1 through 11 semester hours or the quarter equivalent, per school term, of postsecondary credit at an eligible postsecondary institution. .
18. Prior school year in attendance. Prior school year in attendance refers to the reporting of a student as enrolled in a public school for funding purposes during the preceding

October and March full-time equivalent (FTE) program counts in accordance with O.C.G.A. 20-2-160.

19. TCSG. TCSG refers to the Technical College System of Georgia.

20. USG. USG refers to the University System of Georgia.

### C. Dual Enrollment Programs

Any eligible high school student may enroll full-time or part-time in approved credit-bearing college-level courses approved by the State Board of Education. Students do not need to be enrolled in a special program to be eligible for dual enrollment. Many career academies include dual enrollment opportunities. Specialized schools or programs, like Early College and residential programs, include dual enrollment options. The following programs are available to assist eligible high school students with college coursework taken through dual enrollment.

1. Accel Program. Accel is a non-need based grant program offered during the fall, winter, and spring terms of the school year for students that wish to take college-level (academic-only, degree-level) coursework for credit towards both high school and college graduation requirements. Eligible students must meet certain criteria included in the Eligibility section of this document. The Accel Program is funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission (GSFC).
  - a. Accel students may be enrolled part-time or full-time in college-level coursework.
  - b. NOTE: All hours paid by the Accel program will be included in the combined paid-hours limit of 127 semester/190 quarter hours, which includes payments from the HOPE Scholarship, HOPE Grant and Accel programs. Once a student has been paid Accel or HOPE for 127 semester hours or 190 quarter hours, that student is no longer eligible to continue to receive HOPE or Accel payment.
  - c. As stated above, **hours paid under Accel will count against the 127 paid hour cap for the HOPE Scholarship, but college coursework taken by high school students before graduation with other fund sources (including Move on When Ready) will not count.**
2. HOPE Grant Program. The HOPE Grant program is a non-need based grant program, separate from the HOPE Scholarship, offered during the fall, winter, and spring terms of the school year at eligible high schools for Georgia residents seeking technical certificates or diplomas from TCSG and USG eligible postsecondary institutions. The Georgia Lottery for Education funds the Hope Grant program. The Georgia Student Finance Commission (GSFC) administers the program.
3. House Bill 149 (Move on When Ready) provides an arrangement whereby an eligible student entering eleventh or twelfth grade who spent the prior school year in attendance at a public high school in Georgia may take **all of his or her courses** at or

through an eligible institution or a virtual course approved by the State Board of Education and receive secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements. As with all dual enrollments, Move on When Ready (MOWR) students are enrolled in both the high school and the postsecondary institution and earn credits at both. Under HB149, dual enrollment funding for Move on When Ready students is provided through FTE, as arranged by the Department of Education.

4. Other Programs.

- a. Early College is an initiative facilitated by the University System of Georgia (USG) in partnership with the Georgia Department of Education (GaDOE). Early College schools allow identified students to participate in a dual enrollment program and to earn dual academic credit. This blended model targets students traditionally underrepresented in post-secondary education: high poverty, minority, and first-generation college with the goal of completing one to two years of transferable credit towards a Bachelors Degree or Associates Degree prior to graduating from high school. Participants enter Early College prior to the junior year of high school and in some cases as early as the sixth grade. Each Early College site is a partnership between a designated local school system and University System of Georgia institution. Tuition, fees, and books for approved Dual Academic Credit courses may be funded through the Accel Program operated by the Georgia Student Finance Commission (GSFC). Students must meet Accel Program criteria established by the Georgia Student Finance Commission and the postsecondary institution to be eligible for funding.
- b. Gateway to College. Gateway to College is a program that empowers identified youth who have already dropped out of high school or are not on track to graduate, but have the potential, to earn a diploma and dual enrollment credit in a supportive college environment. Gateway to College is located exclusively on a college campus and is site specific through local agreements between local school systems and colleges.
- c. Residential Programs. The University System of Georgia offers residential programs for gifted, talented, and motivated student at two institutions, the Advanced Academy of Georgia on the campus of the University of West Georgia and the Georgia Academy of Mathematics, Engineering and Science at Middle Georgia College. To participate in an early admission residential program a student must meet the approved high school GPA and SAT/ACT requirements of the program and any additional admissions requirements as defined by the institution. Students will be expected to enroll in, but not be limited to, courses that will satisfy high school graduation requirements. Students enrolling in a residential program may be eligible for Accel.

## **D. Dual Enrollment Eligibility**

Dual enrollment opportunities are available to all students enrolled in an eligible high school. To participate in dual enrollment, students must be accepted by a state public or private postsecondary institution. A student who meets specific criteria listed below may be eligible for funding to cover dual enrollment coursework.

1. Accel Program Eligibility. To be eligible for participation in the Accel program, a student must:
  - a. Be classified as a high school junior or senior seeking a high school diploma from an eligible Georgia high school, or be a high school freshman or sophomore who meets the specific academic requirements of the Accel program regulations. Ninth and tenth graders may participate if they have earned a 3.50 cumulative GPA, have been approved by the student's high school and postsecondary institution for Dual Enrollment, and the high school has certified that the student has exhausted all core coursework required for graduation in any one or more core subject areas (English, Mathematics, Social Science, Science and Foreign Language),
  - b. Be enrolled in an eligible college or university or public technical college as a dual credit student taking approved college degree-level course work leading to an Associate or Baccalaureate Degree,
  - c. Be a legal resident of Georgia,
  - d. Meet U.S. citizenship requirements, as explained in the Accel program regulations, located on the GAcademy411 web site,
  - e. Be registered with Selective Service, if required,
  - f. Be in compliance with the Georgia Drug-Free Postsecondary Education act of 1990,
  - g. Not be in default or owe a refund on any student financial aid program, and
  - h. Maintain satisfactory academic progress, as defined by the college.
  
2. HOPE Grant Program Eligibility. To be eligible for participation in the HOPE Grant Program, a student must:
  - a. Be a legal resident of Georgia,
  - b. Be enrolled in an eligible college or university or public technical college as a dual credit student taking approved courses leading to a Certificate or Diploma, and
  - c. Maintain satisfactory academic progress, as defined by the college.
  
3. HB 149 Move on When Ready Eligibility. To be eligible for participation in Move on When Ready, a student must:
  - a. Be a high school junior or senior seeking a high school diploma from an eligible Georgia high school,

- b. Be reported as enrolled in a public school for funding purposes during the preceding October and March full-time equivalent (FTE) program counts,
  - c. Be enrolled full time in an eligible college or university or public technical college as a dual credit student taking approved college-level courses, and
  - d. Be a legal resident of Georgia,
  - e. Maintain satisfactory academic progress towards fulfilling applicable high school graduation requirements.
4. Other
- a. Early College, Gateway to College, and Residential Programs. To participate in these programs, the student must meet the requirements of the program and the participating institutions.

### **E. Dual Enrollment Funding.**

College tuition for dual or joint enrollment courses can be paid using a variety of funding sources. Depending on the college and the course(s), payment may be made by an individual or through scholarships, grants, or FTE. **It is a local decision whether Move on When Ready, Accel, or Hope Grant is the appropriate funding source for a student's dual enrollment coursework. That decision should be made between the student, the student's parent/guardian, and the local school.** Each LEA shall adhere to the funding guidelines for dual enrollment, as described by the funding program and/or this document.

1. Individual. The student or the student's parent/guardian is responsible for all costs related to participation in dual or joint enrollment courses that are not approved for funding through the Georgia Lottery for Education or FTE.
2. Accel Program Funding. The Accel Program pays for state-approved core academic courses in English/Language Arts, mathematics, science, social studies and foreign language. The list of approved courses is reviewed annually by the University System of Georgia, the Technical College System of Georgia, and the Georgia Department of Education. Courses, applications, and information for the Georgia Lottery-funded Accel Program are located on the Georgia Student Finance Commission web site at [www.gsfc.org](http://www.gsfc.org). Students that meet requirements to be eligible for Accel receive an award that covers tuition, approved fees, and a book allowance of up to \$100 per quarter or \$150 per semester, if enrolled at least half-time (six or more hours). If an eligible student is enrolled less than half-time (one to five hours), then the award covers tuition, approved fees, and a book allowance of \$50 per quarter or \$75 per semester.
  - a. As stated in a previous section of this document, hours paid under Accel will count against the 127 paid hour cap for the HOPE Scholarship, but college coursework taken by high school students before graduation with other fund sources (including Move on When Ready) will not count.

3. Hope Grant Funding. The Hope Grant is different from the Hope Scholarship for graduates. Eligible students seeking a technical Certificate or Diploma from a Technical College System of Georgia institution or University System of Georgia institution may receive Hope Grant funds covering the full cost of tuition, certain Hope-approved mandatory fees and a book allowance of up to \$100 per quarter or approximately \$150 per semester. Applications and information for the Georgia Lottery-funded Hope Grant Program are located on the Georgia Student Finance Commission web site at [www.gsfc.org](http://www.gsfc.org).
  - a. Hope Grant recipients are limited by the number of credit hours for which they can receive Hope Grant payment, referred to as the “Paid-Hours limit”. The Paid-Hours limit is 95 quarter or 63 semester hours of Hope Grant payment except for specific programs of study. Consult the postsecondary institution or Georgia Student Finance Commission for additional information.
4. HB 149 Move on When Ready (MOWR) Funding. Tuition, materials and fees for full-time Move on When Ready students is provided through the student’s high school FTE funding.

For each eligible student who enrolls in an eligible institution as a full-time MOWR dual enrollment student, the LEA shall receive an ensuing reduction in the total allotment of state FTE funds equal to the lesser of either:

- a. The actual cost of tuition, materials, and fees directly related to the courses taken by the eligible student at such institution less a records fee of \$200.00, or other State Board-approved amount, for administration costs of the local school system; or
- b. The amount that the participating eligible student would have earned if he or she had been in equivalent instructional programs in the local school system less a records fee of \$200.00, or other State Board-approved amount, for administration costs of the local school system.

Under the Move on When Ready program, an eligible student enrolled in courses taken at an eligible institution for secondary credit shall not be eligible for any other state student financial aid at an eligible institution.

- a. As stated in a previous section of this document, hours paid under Accel will count against the 127 paid hour cap for the HOPE Scholarship, but college coursework taken by high school students before graduation with Move on When Ready will not count.
5. Administrative Grant for Schools. In dual enrollment, the college typically provides the direct instruction for the student and receives full payment through the lottery-funded grant, individual payment, or FTE. **An Administrative Grant is provided to systems, in lieu of FTE funding, for administrative costs associated with dual enrollment students at the K-12 host school.**

- a. **In FY10, the Administrative Grant reimbursement rate is estimated at \$161.00 per FTE Segment.**
  - b. **Schools cannot claim FTE for dual enrollment students, but they will receive this cost per segment, which is calculated as FTE minus the cost for direct instruction (the teacher).**
6. Payment Procedures.

Applications for funding through Accel and Hope Grant programs should be submitted online through the Georgia Student Finance Commission web site, at [http://www.gacollege411.org/Financial\\_Aid\\_Planning/Scholarships/Grants\\_and\\_Scholarships/Accel\\_Program.aspx](http://www.gacollege411.org/Financial_Aid_Planning/Scholarships/Grants_and_Scholarships/Accel_Program.aspx)

Postsecondary institutions will submit an invoice twice a year for semesters or three times per year for quarters for Move on When Ready reimbursement to the Georgia Department of Education.
7. Other. Funding for coursework taken through Early College or Residential Programs may be arranged through the Accel Program, Hope Grant, or local school FTE.

## **F. Course Selection**

Dual enrollment students (including Move on When Ready) select approved courses with state course numbers. Use of the correct course number is important for data collection, verification of enrollment and accuracy of dual enrollment payments.

Approved dual enrollment courses are included in the 2010-2011 revisions of Rule 160-4-2-.03 (IDA2) and Rule 160-4-2-.20 (IDA3), the List of State-Funded K-8 Subjects and 9-12 Courses. These two rules are located on the GaDOE web site at [http://www.gadoe.org/pea\\_board.aspx?PageReq=PEABoardRules](http://www.gadoe.org/pea_board.aspx?PageReq=PEABoardRules) GaDOE will regularly update these lists, with input from USG, TCSG and GSFC. **Dual enrollment students, including those who qualify for Move on When Ready, should select courses from these approved lists.** Additional information on approved, lottery-funded courses can be found at the GSFC web site.

On the state course lists, next to each approved high school course, is a column that lists the college course numbers that match the GaDOE course. Academic core courses are available at both USG and TCSG institutions. Counselors are advised to consult with the college to identify the appropriate college course number. Not all postsecondary institutions offer the same courses or use the same numbers. It is the responsibility of the high school and college advisors to ensure that the appropriate course numbers are used.

It is also the responsibility of the advisors at both institutions to enroll the student in the appropriate level of coursework. In the List of State-Funded Courses, the alignment of secondary and postsecondary foreign language courses, for example, is very broad since

some dual enrollment students might enter college with a high level of skill in the selected language, while other students might enroll in a level one course for a language that was not offered at their high school.

**Students participating in dual enrollment through Move on When Ready take all their coursework through the postsecondary institution. Students should select core and elective courses on the state list, Accel list and the Hope Grant/Dual Enrollment Matrix list. Additional elective courses may be selected from the state course list based on the student's program of study for high school graduation and the recommendations of the college where the student is enrolled.**

Joint enrollment students may select college courses that are not on the approved list. High school credit is not awarded for joint enrollment coursework.

Additional course selection information:

1. Dual enrolled students shall take courses from the list approved by the Georgia Department of Education, developed with input from the University System of Georgia and the Technical College System of Georgia.
2. Lists of approved courses can be found at:
  - a. State-Funded List of K-8 Subjects and 9-12 Courses:  
<http://www.gadoe.org/documents/doe/legalservices/160-4-2-.03.pdf>  
<http://www.gadoe.org/documents/doe/legalservices/160-4-2-.20.pdf>
  - b. Hope Grant course list:  
<http://public.doe.k12.ga.us/...5EA66115039D7D171F2C00&Type=D>
  - c. Accel course list:  
[http://www.gsfc.org/main/publishing/pdf/2005/accel\\_courses.pdf](http://www.gsfc.org/main/publishing/pdf/2005/accel_courses.pdf)
3. Distance Learning Courses. The institution offering distance learning coursework must be a TCSG or USG eligible postsecondary institution. Students may take coursework through more than one eligible postsecondary institution during the same term.
4. Withdrawal from Coursework. Students are ineligible for payment through Accel, Hope Grant and FTE funding for coursework from which he or she totally withdrew if, as a result, such coursework does not appear on the student's academic transcript as a "Withdrawal" or any other similar identification.
5. Courses selected for dual enrollment must count toward high school graduation requirements.
6. Not all eligible courses are available at all high schools or college locations.
7. Remedial and developmental courses are not available for dual enrollment.
8. Dual enrollment courses may be taken before, during or after school. Eligible virtual courses offered through the college may be taken.
9. Students should check with their guidance counselor for information regarding how dual enrollment courses apply to high school graduation requirements.
10. Dual enrollment college credit will transfer to public colleges or universities offering that course with the same prefix and number. However, if students do not attend the

- same college or university after high school graduation, the dual enrollment credit they earned may not apply for transfer to general education, prerequisites and degree programs. Students should be advised to consider the requirements of their post-high school institution when planning dual enrollment coursework.
11. 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.
  12. For the list of approved high school courses aligned with college-level equivalents, refer to the *High School Courses and College Equivalents for the ACCEL Program* document located on the GACollege411 web site.  
For the list of HOPE Grant-eligible high school courses aligned with college-level equivalents, refer to the Dual Enrollment Matrix posted on the GaDOE web site at <http://public.doe.k12.ga.us/...5EA66115039D7D171F2C00&Type=D>
  13. In advising students on dual enrollment course selection, counselors should carefully review the student’s proficiency and prior content knowledge, as shown by grades and course levels.

**G. Reporting/Coding/Payments**

1. Each LEA is required to report Joint or Dual Enrollment in accordance with FTE guidelines as described in *FTE Data Collection Program Codes and Weights*, located on the GaDOE web site.
2. Students participating in the Joint Enrollment Program should be reported with the Program Code ‘O’. This program allows students to take courses at a state public or private postsecondary institution while still enrolled in high school; however, credit is only earned at the postsecondary institution.
3. Students taking courses from a state public or private postsecondary institution while still enrolled as a high school student, and receiving credit both at the high school and at the postsecondary institution should be reported with the Program Code ‘M’, ‘6’, or ‘7’ for that course segment.

<u>Program Code</u>	<u>Description</u>
M	When reporting ‘M’ segments in FTE, the location of the services and the fiscal agent for the teacher must also be reported.
6	Move on When Ready - Instruction provided at TCSG or USG institutions which is equivalent to the general education instruction under the existing ‘D’ program code
7	Move on When Ready - Instruction provided at TCSG or USG institutions which is equivalent to the vocational lab instruction under the existing ‘K’ program code

4. Schools with students participating in the dual enrollment Hope Grant Program are reported in the same manner as the students participating in the Accel Program. They are reported with the 'M' segment. The 'K' segment that was previously allowed for students taking courses under the dual enrollment Hope Grant is no longer valid for those courses.
5. Through FTE data collection, schools report the location of the dual enrollment course (K-12, BOR, TCSG, Virtual) and who is paying (fiscal agent) for the dual enrollment teacher. The LEA's end-of-year course data report to the state will include course information, the student's final grade, and the teacher I.D. field that indicates the college location. The LEA's FTE Coordinator and Student Records coordinator can provide information on how schools should code and report dual enrollment (including Move on When Ready).
6. The base FTE is used to determine payment for Move on When Ready coursework under Program Codes 6 and 7.
7. The Program Codes reported for Move on When Ready (codes 6 and 7) are not eligible for QBE funding.
8. Payments for MOWR students will be arranged by the Georgia Department of Education directly to the postsecondary institution when an invoice for payment is received from the postsecondary institution. Requests for payment will be twice a year if on the semester system and three times a year if on a quarter system.

## **H. Awarding Credit**

1. For students who participate in approved dual enrollment programs, the grades and amount of credit for each approved course shall be placed on high school transcripts and shall be used in computing grade point averages.
2. For each successfully completed, approved dual enrollment course, secondary credit shall be awarded toward state and local high school graduation requirements.
3. Pending approval from the State Board of Education in January 2010, the revised Dual Enrollment Rule will include the following new credit conversions:
  - a. Postsecondary semester hour credit shall be converted to high school unit credit as follows: 1 to 2 semester hours = .5 unit; 3 to 5 semester hours = 1 unit
  - b. Postsecondary quarter hour credit shall be converted to high school unit credit as follows: 1 to 3 quarter hour credits = .5 unit; 4 to 8 quarter hour credits = 1 unit.

## **I. Advisement and Counseling**

Advisement and counseling opportunities are critical to the success of dual enrollment students. Students should be advised prior to participation in dual enrollment, and carefully monitored as they are completing their coursework.

1. By April 1 of each school year or prior to enrollment in an eligible institution, school systems shall provide general information about dual enrollment programs to all tenth and eleventh grade students as part of the development of their program of study.
2. Advisement information shall be provided to any interested student and his/her parent(s) or guardian(s).
3. Prior to enrolling, the interested student and his/her parent(s)/guardian(s) are required to sign a form stating that they have received the advisement services specified and they understand the responsibilities and possible consequences of participating.
4. Advisement information shall include:
  - a. The names of eligible institutions, approved courses, information about approved academic transferable credit and local and state high school graduation requirements.
  - b. The name of a contact person at each eligible institution for information concerning the program.
  - c. Procedures for scheduling approved courses between the high school and the eligible institutions.
  - d. Financial information for tuition, books and materials.
  - e. The potential effect of the program on a student completing a course and completing required high school graduation requirements.
  - f. Consequences of course incompleteness, course failure and the possible delay of high school graduation.
  - g. Eligibility information for participating in extracurricular activities.
  - h. 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.
5. Advisement and counseling should be ongoing for all dual enrollment students. Counselors should monitor dually enrolled students to ensure they maintain satisfactory academic progress toward the completion of all high school graduation requirements. Parents and college counselors should be contacted.

## **J. Seat Time**

Students participating in dual enrollment programs are exempt from required average instructional time, as specified in Rule 160-5-1-.02.

## **K. Local Education Agency Responsibilities**

The LEA shall:

1. Identify eligible students according to program criteria, as described in *Dual Enrollment Guidance*.

2. For funding purposes, report dual enrollment students in accordance with FTE guidelines as described in *FTE Data Collection Program Codes and Weights*.
3. Require eligible students to meet state assessment requirements as required in State Board of Education Rule 160-3-1-.07 TESTING PROGRAMS - STUDENT ASSESSMENT.
4. Apply the provisions of Rule 160-5-1-.18 COMPETITIVE INTERSCHOLASTIC ACTIVITIES IN GRADES 6-12 to students enrolled in an approved dual enrollment program.
5. Award secondary credit toward state and local high school graduation requirements for the successful completion of any approved dual enrollment course, as documented on the student's high school transcript.
6. By April 1 of each school year or prior to enrollment in an eligible institution, school systems shall provide general information about dual enrollment programs to all tenth and eleventh grade students as part of the development of their program of study.
7. Develop policies on dual enrollment programs that provide for the assignment of high school classes to students who do not participate in the program after they have enrolled.
8. Provide advisement information to any interested student and his/her parent(s) or guardian(s), as described above in section I.
9. Monitor students who participate in dual enrollment coursework to ensure they maintain satisfactory academic progress toward the completion of all high school graduation requirements.

#### **L. Joint Enrollment**

Joint enrollment is an arrangement whereby a high school student is enrolled in postsecondary coursework with an eligible postsecondary institution while continuing to pursue his or her high school diploma. Joint enrollment coursework earns post-secondary credit only.

Students who are not accepted by Georgia Student Finance Commission 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. 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.

#### **M. Articulation**

Articulated credit refers to credit that students are awarded by both the high school and the post-secondary institution when they have successfully completed identified academic and career related courses leading to a diploma, certificate or degree. Through an articulation agreement, institutions agree to aid in a seamless transition without repetition of coursework already mastered in high school. There are no costs for participation since the coursework is done at the local high school during their normal high school day with their regular high school teachers.