



Jefferson High School Dual Enrollment Contract Summer/Fall 2023

Student Name: _____ Current Grade: _____

Student participation in any DE program, as defined in the State Board Policy for DE Programs, is a student choice. It is the responsibility of the student and parent/guardian to be knowledgeable about the program and its potential impact on high school graduation, grade point averages, HOPE eligibility, and rank in class. Jefferson High School reserves the right to set and adhere to all deadlines, regardless of collegiate variations, and all administrative decisions are final.

General Information

- Students must meet DE eligibility requirements set forth by the state of Georgia as well as the admission requirements for the participating college.
- The DE advisement process begins with the student scheduling an advisement meeting with their JHS counselor: Summer and Fall 2023 advisement is open from March 6th-March 30th and all supporting documentation must be completed/submitted no later than April 15th.
- Students that attempt to register for courses prior to advisement and without following the process set by JHS risk those courses not being approved for state funding or be added into their schedule as a 5th class along with a full schedule of classes at JHS.
- JHS Deadlines: Submit all required paperwork including the Student Advisement Form & contract **NO LATER THAN April 15th, 2023** to Student Services. Complete all online documents such as online college application, HS transcript and Gafutures Funding Application (including parent portion) **NO LATER THAN April 15th, 2023**.
- ALL JHS students are required to take a minimum of four classes/credits each semester. Classes may be on campus, online, DE, or a combination of these options.
- DE students are responsible for completing ALL high school graduation requirements. A student's graduation status and participation in the graduation ceremony will be delayed if a student fails a course needed for graduation.
- Students must be off campus at JHS during their DE class unless prior arrangements have been made with administration. Students are responsible for providing their own transportation to classes.
- Students must submit all 504 Plan or IEP documentation to the Student Disabilities Office and follow all collegiate guidelines prior to course beginning. *Note- Some 504's and IEP's do not transfer to the college setting and the college will determine accommodations that can be followed.
- DE students must follow the academic calendar of the college partner.
- Student must comply with all rules/policies of the college which may include health protocols and safety training.
- Colleges will only communicate with the student regarding the student's academic progress at the college. Parents cannot directly contact colleges on their student's behalf.
- DE students are expected to maintain communication with their JHS Counselor regarding any course issues while participating in the DE program.
- It is the student's responsibility to frequently check their Google Class Drive and student email for announcements and updates, such as Senior announcements, deadlines for programs, etc. that may be missed due to participation in Dual Enrollment.
- Seniors will not be allowed to take DE courses needed for graduation requirements in the spring of their senior year without administrator approval.

Course Selection/Registration/Funding/Scheduling

- All DE courses must be approved by the school counselor through the advisement plan and funding application.
- Students MUST complete all application requirements according to the college's website, including completing registration through the college advisor. Indicating interest in DE classes through advisement, teacher recommendations, or scheduling requests does not replace the DE process.
- It is the student's responsibility to provide their JHS Counselor a copy of their college schedule each semester. The high school schedule cannot be adjusted until the JHS Counselor receives the confirmed college schedule.
- Students must submit the DE Funding Application on www.gafutures.org. Both the student AND parent portion is due by April 15th, 2023 for summer and fall 2023 enrollment.
- Students must submit their High School transcript to the college at the time of application through www.gafutures.org.
- Males 18 and older or turning 18 the semester of dual enrollment must register for the Selective Service in order to be eligible for funding per www.sss.gov. Registration may occur 30 days prior to their 18th birthday.
- Upon reaching the 30 hour or 45 quarter hour funding cap, a student may opt to self-pay or determine through the college if HOPE Grant Bridge or HOPE Career Grant is an option.

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Withdrawals/Dropping Courses

- Students must notify their School Counselor and DE Coordinator if they intend to withdraw from a class. Failure to do so may result in the student receiving a failing grade on both the college and high school transcript. The school counselor must approve the withdrawal of the course to the college partner and will work with the student and parent to determine other viable options regarding the student's coursework.
- Administration will place the student in a comparable online course if the semester has enough remaining time to expect completion.
- If a student drops a course within the add/drop period, no grade penalty will be assigned. If a student opts to withdraw from a DE course after the add/drop period, a Withdrawal/Failing grade of 59% will be assigned for that course on their high school transcript.
- All DE funded classes must appear on the high school transcript.
- If a student withdraws from a course with enough time remaining in the semester to complete a comparable course online at JHS, administration will enroll the student in the appropriate course. The DE course(s)/grades will remain on the HS transcript in addition to the online course(s) replacement.
- Once a student has withdrawn from DE course twice, the student is no longer eligible for state funding. State funding is not provided for students to retake a failed course.
- Students must appear to class or login to their online class the first day of the semester in order to avoid being dropped as a no show.
- Students must obtain permission from their school counselor before adding or substituting courses. Failure to do so may lead to funding not being approved.
- Students understand that DE courses are rigorous in nature and may be more challenging than high school courses. Students accept the higher degree of independent responsibility and accountability.

Grading/Recording

- Colleges issue final letter grades and the system policy assigns a numeric percentage grade to the letter grade. Weighted points are not added to the final numeric average at JHS. Students do receive a .5 weight on their HOPE report.
- If taking DE Biology or DE American Lit as initial credit, students are required to take the Milestone state assessment test, and results will make up 20% of the final grade.
- DE credits may not transfer to another college. Students should verify with colleges if credits earned will be accepted at their institution and how these courses will be counted toward the student's intended major. The DE Coordinator can help provide direction on DE credits but questions regarding the acceptance should be directed to the college of interest.
- Letter to numeric grade conversion:
A+=99, A=95, A-=90, B+=89, B=85, B-=80, C+=79, C=75, C+=70, D+=69, D=65, D-=60, F=59 and below.
- A failed course is no longer eligible for DE funding as a retake option.
- Self-pay courses will not be posted to the JHS official transcript and will be in addition to a full 4-course schedule.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Sending High School Transcripts: Login to your www.gafutures.org account and select the college planning tab, then select high school transcripts and complete the filter.

DE Funding Application: Login to your www.gafutures.org account and select HOPE and State Aid Programs. Next, select State Aid Applications & Forms, and then select Dual Enrollment Funding Application (online) and complete application. Parent must also complete their part of the application before a student will be placed in courses.