

**Cobb County School District**  
*Dual Enrollment (DE) Local School Agreement (LSA)*

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Current Grade Level \_\_\_\_\_

9<sup>th</sup> Grade Entry Date: \_\_\_\_\_ Anticipated Dual Enrollment (DE) College(s): \_\_\_\_\_

The student is applying for DE to begin in the following school term(s) (circle): Summer 20\_\_\_\_ Fall 20\_\_\_\_ Spring 20\_\_\_\_

**Enrollment options (please select one):**

- ☐ The student plans to attend college full time  
☐ The student plans to attend part time college/part time high school  
☐ The student plans to enroll for the summer term only

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

\_\_\_\_\_/\_\_\_\_\_ Student participation in any DE program as defined in CCSD Administrative Rule IDCH-R 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 positive and/or negative effects upon high school graduation, grade point averages, HOPE eligibility, college admissions, and credit transferability, as well as any financial obligations outside the covered tuition and fees.

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

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

1. Is a United States citizen or an eligible non-citizen.
2. Meets Georgia residency requirements.
3. Is enrolled in a Cobb County School District high school, and
4. Has not received a high school diploma, and
5. Meets admission requirements and has been accepted by an eligible DE college, and
6. Is an 11<sup>th</sup> or 12<sup>th</sup> grader OR an eligible 10<sup>th</sup> grader based on HB 444 exceptions, and
7. Registers for Selective Service upon turning 18, per federal law (males only).
8. Continued eligibility is contingent upon successful dual enrollment course completion.
9. Students who fail to be promoted to 11<sup>th</sup> grade may not be eligible for academic DE courses.

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

- DE colleges do NOT follow the Cobb County School District calendar
- DE students are NOT to loiter on the CCSD campuses when they are not scheduled to be on campus (ie Media Center, Cafe, Gym, athletic fields, etc.)
- Part-time DE students must be flexible regarding their CCSD and college schedule. College courses should be scheduled around CCSD courses.
- CCSD issued devices may not be compatible with all college software. It is the student's responsibility to obtain an appropriate device that will allow them to access all required college materials.

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

1. Follow the rules and regulations of the college and Cobb County School District.
2. Maintain regular communication with the student's school counselor while in any DE program.
3. Provide to the high school a signed copy of the DE Local School Agreement (this document)
4. Meet with the high school counselor each semester to complete a High School DE Advisement Session
5. Provide to the high school a copy of the detailed college schedule upon class registration
6. Obtain DE high school counselor approval before any changes are made to the college schedule
7. Request and sign forms needed to authorize the college to notify the CCSD of the student's grade in each course
8. **Provide own transportation** Students are expected to arrive on time for all High School courses. Please allow for appropriate travel time. Tardies and absences due to DE may not be excused Parking on the high school campus may not be guaranteed for DE students
9. Ensure high school receives official college grades by stated deadline in order to participate in graduation activities.

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

1. DE Students are required to take the Georgia Milestones End-of-Course (EOC) assessment for Biology if they do not already have HS and EOC credit. EOC assessments count 10% of the final grade. US History DE courses are exempt from the EOC.
2. Courses taken by the student at the college may contain some but not all of the concepts/topics taught in high school and assessed on the EOC.
3. It is the student's responsibility to obtain study materials and prepare for the EOC.

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

1. The student must be classified as a full-time student for fall and spring semesters. Full time status can be established in multiple ways:
  - a) Part-Time HS Block schedules: Student must take a minimum of four (4.0) high school credits per semester between the HS and the college
  - b) Part-Time HS Traditional schedules: Student must take a minimum of three (3.0) high school credits per semester between the HS and college
    - Students who select option a) or b) and are classified as 12<sup>th</sup> graders may choose minimum day, which reduces the HS schedule by one class period, according to Board Policy IED-R. Students who opt into minimum day must take at least one high school credit-bearing course.
  - c) Full-time College enrollment: Student must be enrolled in at least 12 college credit hours. Most college courses receive 3 credit hours.
    - Minimum Day **is not** an option for students attending the college full-time based on the state regulations for full-time DE requirements.
2. The maximum number of hours that are covered by DE funding per semester is 15 total college credit hours.
3. The total maximum "lifetime" number of hours that are covered by DE is 30 semester hours/45 quarter hours.
  - Students can self-pay for approved DE courses beyond 30 hours or work with TCSG colleges to determine accessing additional state funded programs.
4. The semester/quarter hours awarded by the postsecondary institution will be converted to high school credits on the student's transcript as follows:

| College Hours                                  | High School Credit     |
|------------------------------------------------|------------------------|
| 1-2 Semester OR 1-3 Quarter Credit Hours       | 0.5 High School Credit |
| 3-5 Semester Credit Hours OR 4-8 Quarter Hours | 1.0 High School Credit |

- Most grades earned at the college will not receive additional quality points toward the high school GPA; however, additional quality points may be given for DE courses after the student has taken the highest instructional level in a specific subject area available at their high school that receives a 1.0 quality point (CCSD Admin Rule IDCH-R). The DE course must be a higher level than the HS course. This will potentially impact GPA. Students should consider course selection carefully.
- A student may not repeat or retake a DE course and receive DE funding, even if the postsecondary school makes this recommendation. Courses retaken for self-pay are not added to the HS transcript if the student has already received credit for the course. Courses completed at the high school can be repeated at the college if an alternate DE course number exists.
- Students must select from approved core and CTAE courses in the DE Course Directory, published on [www.gafutures.org](http://www.gafutures.org)
  - Courses not listed in the Course Directory are not eligible for DE funding, will not count toward full time status, and will not be awarded high school credit
  - Students pursuing the Accelerated Career Diploma (ACD) may have additional funding sources and additional course options. See the ACD Agreement for more information.

#### COURSE INCOMPLETION, WITHDRAWAL, OR FAILURE:

- If a student withdraws from a DE course after the first ten days of the **CCSD High School term** regardless of the college drop/add and withdrawal policies, the withdrawing student will receive a failing grade of 10% in the course on the high school transcript according to CCSD Admin Rule IHA-R.
- Students become ineligible to continue to receive DE funding for future terms after their 2<sup>nd</sup> course withdrawal.
- A student's graduation may be delayed if:
  - A student withdraws from, is dropped from, or otherwise fails a course needed for graduation.
  - 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. (Note: not every course is offered every semester.)
  - A student withdraws from a college class and enters a high school class, potentially missing course content.

#### POTENTIAL FOR DIVISIVE CONCEPTS

- Please be aware that the CCSD does not determine course content, class discussions, or the nature of social conversations taking place during a college course.
- Encountering content that may be considered as a divisive concept will not change the forementioned policies regarding course withdrawal after the 10<sup>th</sup> day of the CCSD semester.

#### 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 at least 2.5 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. Students and parents will need to consider whether practices, games, etc. will interfere with the completion of postsecondary course requirements.

#### DUAL ENROLLMENT APPLICATION, FUNDING APPLICATION, AND FEES:

**\*\*Students are required to complete a Dual Enrollment Funding Application annually at [www.gafutures.org](http://www.gafutures.org).**

- Student application deadlines (**Students must adhere to these CCSD deadlines unless the college admission and funding deadline is earlier.**)
  - Fall – College Application and Dual Enrollment Funding Application are due by **May 1**
  - Spring – College Application and Dual Enrollment Funding Application due by **November 1** (if enrolling for the first time).
  - Summer – College Application and Dual Enrollment Funding Application due by **March 1** (if enrolling for the first time).
- DE funding is capped at 30 semester/45 quarter hours for all students (TCSG programs may be able to help access additional funding beyond 30 hours)
- An eligible student must be enrolled in an approved eligible core/academic, world languages, or Career, Technical and Agricultural Education (CTAE) career pathway course(s) listed in the Dual Enrollment Course Directory.
- Students pursuing the Accelerated Career Diploma (ACD), please see the ACD Agreement for additional regulations and funding options.
- DE students may be responsible for additional fees or supplies required for particular courses or optional fees charged by the college.**
- Students who wish to take more than the funded 30 DE credit hours must self-pay the required tuition, fees, books, and any other related expenses. Courses must be chosen from the DE Course Directory, unless enrolled in a TCSG program that covers additional fees and credit hours.**
- The student is responsible for tuition and fees for any course taken that is not in the DE Course Directory or on the student's DE application. These courses will **NOT** be awarded high school credit, nor will they count toward full time status.
- DE courses in degree-level core academic subjects (found on the HOPE eligible list at [www.gafutures.org](http://www.gafutures.org)) are included in determining a student's High School HOPE GPA. HOPE eligible courses are given an additional 0.5 weight in the High School HOPE GPA calculation up to a GPA maximum of 4.0. The HOPE GPA can be found at [www.gafutures.org](http://www.gafutures.org) and is NOT on the high school transcript.
- DE courses/grades are NOT included in a student's college HOPE/Zell Miller GPA checkpoint calculations, attempted hours, or paid hour limits. Low and/or failing grades in DE classes will impact initial HOPE GPA calculation negatively and may impact ability to earn HOPE after graduation.
- Students are also required to meet **SAP (Satisfactory Academic Progress)**. See the college's website for more information about SAP. *Failure to maintain will impact future funding beyond high school. Students that fall below the SAP requirement will not be eligible to receive Federal Funding (i.e. Pell Grant) or State Funding (i.e. HOPE)*

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

Student Signature \_\_\_\_\_  
Parent Signature \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_