**Cobb County School District School**

**Dual Enrollment (DE) Local School Agreement**

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Grade Level \_\_\_\_\_\_\_\_\_\_\_ Total Credits \_\_\_\_\_\_\_\_\_\_\_\_ Credits Needed to Graduate \_\_\_\_\_\_\_\_\_\_\_**

**Postsecondary School Attending\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The student is applying for DE for the following school term(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Enrollment options (select one):**

**\_\_\_\_\_ The student plans to be full time college status.**

**\_\_\_\_\_ The student plans to be part time college status/part time high school status.**

**The student will need to complete the following classes to fulfill the Cobb County School District graduation requirements as outlined in Cobb County School District (CCSD) Administrative Rule IHF-R (add additional pages if needed). Current courses are designated IP (in progress).**

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**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, credit transferability, and class rank as well as any financial obligations outside the covered tuition and fees.**

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

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

1. Is enrolled in a Cobb County School District high school, and
2. Has not received a high school diploma, and
3. Meets admission requirements and has been accepted by an eligible postsecondary institution, and
4. Is within the four years required to complete the high school diploma.

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

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

1. Maintain communication with the student’s school counselor while in any DE program.
2. Provide to the high school a copy of a completed DE Participation Agreement and DE Local School Agreement.
3. Provide to the high school a copy of the college schedule upon class registration. (Must be received prior to financial aid payment)
4. Complete DE financial aid application by the posted deadline. (Must be received prior to financial aid payment)
5. Obtain counselor approval before any changes are made to the college schedule.
6. Follow the rules and regulations of the college and Cobb County School District.
7. Request and sign a form authorizing the postsecondary institution to notify the CCSD of the student’s grade in each course.
8. Provide his/her own transportation.
9. Complete all required courses for high school graduation.
10. Submit official college transcript to the high school prior to the beginning of graduation rehearsals to be eligible to participate in the graduation ceremony.

**Please note: DE Colleges do NOT follow the Cobb County School District calendar.**

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

1. With the exception of 9th Grade Literature and Composition, Algebra I, Coordinate Algebra, and Biology, students are exempt from taking the Georgia Milestones End-of-Course assessment for a core subject course if they earn a post-secondary credit in that course through dual enrollment. End-of-Course assessments count 20% of the final grade.
2. The courses taken by the student at the college may contain some but not all of the concepts and topics taught in high school.

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

1. The student must be classified as a full time student for fall and spring semesters. Full time status is established by the student taking classes totaling a minimum of four high school credits per semester (block) or taking classes totaling a minimum of three high school credits per semester (traditional) between the home school and the college or taking at least a total of 12 **hour** credits if the student is attending the college on a full time basis. However, students in the fourth year of high school may reduce the schedule by taking minimum day.
2. The semester/quarter hours awarded by the postsecondary institution will be converted to Carnegie Units on the student’s transcript.

|  |  |
| --- | --- |
| **College Hours** | **High School Credit** |
| One to Two Semester Credit Hours | .5 High School Unit Credit |
| Three to Five Semester Credit Hours | 1.0 High School Unit Credit |
| One to Three Quarter Credit Hours | .5 High School Unit Credit |
| Four to Eight Quarter Credit Hours | 1.0 High School Unit Credit |

1. Most grades earned at the college will not receive additional weight; however, additional quality points will be given for college courses after the student has taken the highest instructional level in a specific subject area available at the home school (CCSD Admin Rule IDCH-R). This will potentially impact GPA and rank in class. Students should consider course selection carefully.

**\_\_\_\_\_\_/\_\_\_\_\_\_\_ COURSE INCOMPLETION, WITHDRAWAL, OR FAILURE**

1. If a student withdraws from a course after the first ten days of the college term, the withdrawing student will receive the grade of 10 in the course, and the course and grade shall be recorded on the cumulative record (CCSD Admin Rule IHF-R).
2. A student’s graduation may be delayed if:

* A student withdraws from or 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. Not every course is offered every semester.
* A student withdraws from a college class and enters a high school class, potentially missing course content.

**\_\_\_\_\_\_/\_\_\_\_\_\_\_ 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 the equivalent of at least 2.5 Carnegie 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. Parents will need to consider whether practices, games, etc. will interfere with the completion of postsecondary course requirements.

\_\_\_\_\_\_/\_\_\_\_\_\_ **FUNDING and DE APPLICATION** (on [www.gafutures.org](http://www.gafutures.org))

1. Student deadlines (*Completion must be by the deadline of the postsecondary institution if that deadline is earlier)*:

* Fall – by the 15th school day of first semester
* Winter – by the 15th school day of second semester
* Summer – by May 1

1. Students may incur expenses for course related fees and supplies required for a particular course or optional fee charged by the postsecondary institution.
2. The student is responsible for tuition and fees for any course taken that is not on the DE approved course directory or the student’s DE application. These courses will not be recorded on the high school transcript.

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

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Counselor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Revised March 2018**