

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

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

Current Grade Level \_\_\_\_\_ Total Earned Credits \_\_\_\_\_ Credits Remaining to Graduate \_\_\_\_\_

Anticipated Postsecondary School Attending \_\_\_\_\_

The student is applying for DE to begin in the following school term(s) \_\_\_\_\_

Enrollment options (please 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 plans to enroll for the summer term only.

The student will either 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) OR attach a copy of an updated IGP (individual graduation plan) and a current transcript that shows the remaining classes and courses IP (in progress). \*\*\*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:**

- Please note: DE Colleges do NOT follow the Cobb County School District calendar.
- Additionally, DE Students are NOT to loiter on the CCSD campuses when the college class is not in session.
- Finally, part-time DE Students need to be flexible regarding your CCSD and college schedule. Your college courses should be scheduled around your CCSD courses.

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

1. Maintain regular communication with the student’s school counselor while in any DE program.
2. Meet with the counselors each semester to complete the DE Participation Agreement.
3. Provide to the high school a copy of the DE Local School Agreement (Must be received prior to attending first DE class)

4. Provide to the high school a copy of the detailed college schedule upon class registration. (Must be received prior to financial aid payment)
5. Complete DE financial aid application (paper and electronic through [www.gafutures.org](http://www.gafutures.org)) by the posted deadline. (Must be completed prior to financial aid payment)
6. Obtain counselor approval before any changes are made to the college schedule.
7. Follow the rules and regulations of the college and Cobb County School District.
8. Request and sign a form authorizing the postsecondary institution to notify the CCSD of the student’s grade in each course.
9. Provide his/her own transportation.
  - a. Students are expected to still arrive on time to all High School courses. Please allow for appropriate travel time.
  - b. Parking will not be guaranteed for DE students.
10. Complete all required courses for high school graduation.
11. Submit official college transcript to the high school prior to the beginning of graduation rehearsals to be eligible to participate in the graduation ceremony.

**STATE ASSESSMENT**

1. With the exception of 9th Grade Literature and Composition, Algebra I, Coordinate Algebra, Geometry, Analytical Geometry, 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 can be established in multiple ways: 1) By the student taking classes totaling a minimum of four high school credits per semester (block) between the high school and the college, 2) By the student taking classes totaling a minimum of three high school credits per semester (traditional) between the high school and the college, or 3) By the student taking at least a total of 12 **hour** credits if the student is attending the college on a full time basis.
  - a. Please note that the maximum number of hours that are covered by DE is a total of 15 credit hours.
  - b. Students who select option 1) or option 2) and are in the fourth year of high school may reduce the schedule by taking minimum day according to Board Policy IED-R. This **is not** an option for students who are selecting option 3) and attending the college full-time based on the state regulations for full-time dual enrollment requirements.
    - i. Students who take advantage of minimum day must take at least one high school credit-bearing course.
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 |

\*\*\*Please note- Science labs are calculated in a different manner. When taking a Science course with a lab the following will apply:

- The Lecture will be calculated for 75% of the cumulative grade.
  - The Lab will be calculated for 25% of the cumulative grade.
  - These will then be combined for the cumulative grade.
3. Most grades earned at the college will not receive additional quality points toward the high school GPA; 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 high school (CCSD Admin Rule IDCH-R). This will potentially impact GPA and rank in class. Students should consider course selection carefully.
  4. Duplicate courses cannot be taken at the college level, even if the postsecondary school makes this recommendation.

**COURSE INCOMPLETION, WITHDRAWAL, OR FAILURE**

1. If a student withdraws from a 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 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.

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

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**DUAL ENROLLMENT APPLICATION, FUNDING APPLICATION, AND FEES**

(on [www.gafutures.org](http://www.gafutures.org))

\*\*\*Students are required to complete the Dual Enrollment Funding Application each semester of participation at [www.gafutures.org](http://www.gafutures.org).

1. Student application deadlines (*Students are required to adhere to these deadlines regardless of the college admission and funding deadlines.*)
  - Fall – College application is due by **May 1**; Funding application is due by **August 1**.
  - Spring – College application is due by **November 1**; funding application is due by **January 7**.
  - Summer – College application and funding application are both due by **May 1**.
2. Students may incur expenses for course related fees and supplies required for a particular course or optional non-mandatory fees charged by the postsecondary institution.
3. The student is responsible for tuition and fees for any course taken that is not in the DE approved course directory or the student’s DE application. These courses will not be recorded on the high school transcript.
4. DE courses in core subjects (or those on the HOPE eligible list found at [www.gafutures.org](http://www.gafutures.org)) are included in determining a student’s High School HOPE GPA. The DE courses are given an additional 0.5 weight in the High School HOPE GPA calculation.
5. DE courses are NOT included in a student’s college level HOPE/Zell Miller GPA calculation and/or limits; the hours are not included in a student’s postsecondary HOPE GPA calculation.

**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** \_\_\_\_\_

**Special Programs Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

(ex: Magnet, Academy, etc.) if applicable