

 Form IDCH-2

 *Empowering Dreams for the Future*

**Administrative Rule IDCH-R**

**Dual/Joint Enrollment Program Rule**

**Applicable for courses taken during and prior to the 2012-2013 school year.**

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**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) will work cooperatively with Georgia public colleges, universities, and technical institutions to provide eligible students with an opportunity to take approved courses, full-time or part-time at the postsecondary level. Students will receive postsecondary credit hours, high school Carnegie unit credit, and state funding.

**RULE:**

1. **DEFINITIONS:**
	1. **Approved Courses:**

Courses identified by the Georgia Department of Education that are eligible to be taken under dual enrollment programs.

* 1. **Course:**A course is instruction for which credit is awarded.
	2. **Credit:**

Units or portions of units earned and applied toward high school graduation and credit hours earned toward the completion of a postsecondary program of study.

* 1. **Eligible Institutions:**

A unit of the University System of Georgia (USG), or the Technical College System of Georgia (TCSG), a private independent nonprofit postsecondary institution located in Georgia that meets the requirements for tuition equalization grants, or a private proprietary postsecondary institution that meets the requirements for tuition equalization grants may be identified as an eligible institution.

* 1. **Eligible Student:**

Any student enrolled in an eligible high school who is accepted by a state public or private postsecondary institution and criteria for participation in dual enrollment programs.

* 1. **Equivalency:**

Equivalency refers to the number of postsecondary credit hours or courses needed to equal one Carnegie unit.

* 1. **Dual Enrollment Program:**

A program through which high school students take courses from an eligible state public or private postsecondary institution while still enrolled as a high school student and receive credit both at the high school and at the postsecondary institution.

1. **STUDENT PARTICIPATION:**
	1. **Eligibility:**

A student shall be eligible to participate in the program if he/she meets one of the following sets of criteria:

* + 1. Be 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 has earned a 3.50 cumulative GPA and has been approved by the student’s high school and postsecondary institution for dual enrollment; and be enrolled in an eligible college or university or public technical college as a dual credit student taking approved college-level courses; and be a legal resident of Georgia; and maintain satisfactory academic progress towards fulfilling applicable high school graduation requirements; or
		2. Be a high school junior or senior seeking a high school diploma from an eligible Georgia high school; and be reported as enrolled in a public school for funding purposes during the preceding October and March full-time equivalent (FTE) program counts; and be enrolled in an eligible college or university or public technical college as a dual credit student taking approved college-level courses; and be a legal resident of Georgia; and maintain satisfactory academic progress towards fulfilling applicable high school graduation requirements.
	1. **Participation:**
		1. A student's participation in the program is:
			1. Limited to the remaining amount of time normally required to complete the high school diploma, from the time of initial participation in the program, based upon the ratio of 45 quarter hour or 30 semester hours equaling six Carnegie units.
			2. Subject to the provisions in Administrative Rule JBC-R (School Admissions/Withdrawals).
			3. To be continued through the end of a quarter or semester even though he or she may become age ineligible under Administrative Rule JBC-R during the quarter or semester of enrollment.
		2. Participation in the program requires the student to:
			1. Provide his/her own transportation unless the student's Individualized Education Plan calls for transportation as a related service.
			2. Request and sign a form authorizing the postsecondary institution to notify the District of the student's grade in each course.
			3. Pay for items not ordinarily included in tuition and fees, such as calculators, books, and specialized tools providing such items are a normal part of the requirements for the course and remain the property of the student.
		3. Students participating in the program shall not be required to pay any of the actual costs of tuition, materials, or fees directly related to the approved courses.
		4. Students are prohibited from receiving other state student financial aid.
1. **DISTRICT PARTICIPATION:**

The District will:

* 1. Accept toward state and local high school graduation requirements and subject area requirements of the Georgia Board of Education the postsecondary credit of an eligible student who successfully completes an approved course at an eligible institution.
	2. Require eligible students to meet state assessment requirements.
	3. Record on the student's high school transcript each approved course name, grade and amount of credit earned for each course.
	4. Record the student's grades on the permanent record exactly as received from the postsecondary institution. All postsecondary courses will carry regular weight on the weighted GPA scale; no extra quality points will be given except for a college/ university course for which the prerequisite is the highest instructional level course available in the District’s approved curriculum. One additional quality point will be awarded if the preceding circumstances are met.
	5. Advise students that their plans to participate in this postsecondary program should be in place prior to the tenth day of the high school semester. Students attempting to add or drop courses at the high school after the tenth day will be subject to Administrative Rule IHA-R (Grading Systems).
	6. By April 1 of each school year or prior to enrollment in an eligible institution, provide general information about the postsecondary program to all eligible students.
	7. Provide counseling for interested students, and their parents/guardians, including:
		1. The names of eligible institutions, approved courses listed by the state, information about approved transferable credit and local and state graduation requirements.
		2. The address of the Director of Admissions at each eligible institution in order that they may obtain information concerning costs associated with tuition, books, materials, fees, and available support services.
		3. Informing them that they are to consult with the high school counselor for high school academic requirements and the Director of Admissions of the postsecondary institution to select courses for that institution.
		4. The potential effect of the program on a student completing a course and completing required high school graduation requirements.
		5. Consequences of course incompletion, course failure and the possible delay of high school graduation.
		6. The necessity of meeting Georgia High School Association requirements for participation in extracurricular activities.
		7. The student's academic responsibilities and required compliance with all District and local school policies, rules and procedure, as well as those of the eligible institution.
		8. Require parent(s)/guardian(s) and the student who elects to participate to sign a form stating that they have received the counseling services specified and that they understand the responsibilities and possible consequences.
1. **PROGRAM DECLARATION:**
	1. Students should declare their intent to participate in the Accel Program during the registration process prior to the beginning of the semester of their participation in the Accel Program.
	2. Students declare their intent by submitting a completed Accel Program Application form to their high school counselor.
2. **QUALITY POINTS:**

The purpose of granting extra quality points for students enrolled in the Postsecondary Options/Dual Enrollment Program is to recognize students who enroll in a college course because they have excelled in academic achievement.

* 1. Additional quality points will be given for college/university courses after students have taken the highest instructional level course available at their high school.
	2. If a student has not taken the highest instructional level course available or there is no prerequisite course, a school committee composed of the Principal, the Assistant Principal for Instruction/Curriculum, the student’s high school counselor, the Division Chairperson and a teacher of the subject in question may waive the requirement and will determine whether extra quality points will be granted.
	3. If the student or the student's parent/guardian is not satisfied with the school committee’s decision related to quality points for college courses, they may appeal to a District review board. The District review board will consist of the appropriate Area Assistant Superintendent, the Curriculum and Instruction supervisor of the subject area in question, and two members appointed by the Superintendent or designee.
	4. If a student applies for the additional quality points under paragraph (2) above, both the school committee and the District review board will have twenty (20) school days to respond from the date the written request is received. If no committee decision is made within this time limit, the quality points will be granted.
1. **STUDENTS WITH DISABILITIES:**
	1. The District shall provide at no cost to the student and/or parent(s)/guardian(s) the services prescribed in an IEP for students with disabilities as specified by the Individuals with Disabilities Education Act and Rules 160-4-7 (Special Education).
	2. Students shall be accommodated as necessary according to Section 504 of the Rehabilitation Act of 1973.

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