

**160-4-2-.34 DUAL ENROLLMENT.**

**(1) DEFINITIONS.**

- (a) **Approved courses** – courses identified by the Georgia Department of Education that are eligible to be taken under dual enrollment programs.
- (b) **Course** – instruction for which credit is awarded.
- (c) **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.
- (d) **Dual Enrollment** – 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. Dual Enrollment can be administered in high school classrooms, on a college campus or through a distance learning provider.
- (e) **Eligible institution** - 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.
- (f) **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.
- (g) **Full Time** – enrollment for the equivalent of at least 12 quarter or 12 semester hours per school term of postsecondary credit at an eligible postsecondary institution.
- (h) **Full Time Equivalency (FTE)** – the school day as defined by O.C.G.A § 20-2-256 (a)(3)
- (i) **Georgia Department of Education (GaDOE)** - the state agency charged with the fiscal and administrative management of certain aspects of K-12 public education, including the implementation of federal and state mandates. Such management is subject to supervision and oversight by the State Board of Education.
- (j) **Local Education Agency (LEA)** - local school system pursuant to local board of education control and management.

(k) **Secondary credit** – high school credit for courses taken at an eligible institution under the program.

**(2) REQUIREMENTS.**

(a) Any eligible high school student may enroll full-time or part-time in approved credit-bearing college-level courses approved by the State Board of Education. Courses may be taken before, during or after regular school hours on the college campus, online or at the high school.

(b) An eligible student must meet 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.

(c) Any eligible student shall take courses from the list approved by the Georgia Department of Education developed with input from the University System of Georgia and the Technical College System of Georgia.

(d) Students who participate in dual enrollment shall adhere to all guidelines associated with the program.

(e) For students who participate in approved dual enrollment programs, the grades and amount of credit for each approved course shall be placed on high school transcripts and shall be used in computing grade point averages.

(f) Postsecondary semester hour credit shall be converted to high school unit credit as follows: 1 to 2 semester hours = .5 unit; 3 to 5 semester hours = 1 unit

(g) Postsecondary quarter hour credit shall be converted to high school unit as follows: 1 to 3 quarter hour credits = .5 unit; 4 to 8 quarter hour credits = 1 unit.

(h) Students enrolled in dual enrollment programs are exempt from required average instructional time, as specified in Rule 160-5-1-.02.

**(3) LOCAL EDUCATION AGENCY RESPONSIBILITIES.**

(a) The LEA shall:

1. Identify eligible students according to program criteria, as described in *Dual Enrollment Guidance*.
2. For funding purposes, report dual enrollment students in accordance with FTE guidelines as described in *FTE Data Collection Program Codes and Weights*.
3. Require eligible students to meet state assessment requirements as required in State Board of Education Rule 160-3-1-.07 TESTING PROGRAMS - STUDENT ASSESSMENT.
4. Apply the provisions of Rule 160-5-1-.18 COMPETITIVE INTERSCHOLASTIC ACTIVITIES IN GRADES 6-12 to students enrolled in an approved dual enrollment program.
5. Award secondary credit toward state and local high school graduation requirements for the successful completion of any approved dual enrollment course as documented on the student's high school transcript.
6. By April 1 of each school year or prior to enrollment in an eligible institution, school systems shall provide general information about dual enrollment programs to all tenth and eleventh grade students as part of the development of their program of study.
7. Develop policies on dual enrollment programs that provide for the assignment of high school classes to students who do not participate in the program after they have enrolled.
8. Provide advisement information to any interested student and his/her parent(s) or guardian(s) which shall include:
  - (i) The names of eligible institutions, approved courses, information about approved academic transferable credit and local and state high school graduation requirements.
  - (ii) The name of a contact person at each eligible institution for information concerning the program.
  - (iii) Procedures for scheduling approved courses between the high school and the eligible institutions.

- (iv) Financial information for tuition, books and materials.
- (v) The potential effect of the program on a student completing a course and completing required high school graduation requirements.
- (vi) Consequences of course incompleteness, course failure and the possible delay of high school graduation.
- (vii) Eligibility information for participating in extracurricular activities.
- (viii) The academic and social responsibilities of the student and parent(s) or guardian(s), including continuing responsibilities to obey the rules of both the eligible institution and the high school.
- (ix) Prior to enrolling, require parent(s)/guardian(s) and the student who elects to participate to sign a form stating that they have received the advisement services specified and that they understand the responsibilities and possible consequences.

**Authority:** O. C. G. A. § 20-2-161.1 and 20.2.161.3

**Adopted:** January 14, 2010

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