Dual Enrollment Student Participation Agreement FY 2018

The Dual Enrollment (DE) program provides opportunities for eligible students in grades 10-12 to enroll part- or full-time in postsecondary institutions and take college courses to earn both high school and college credit.

Note: Copies of this completed form should be provided to the students, parents/guardians, and respective postsecondary institution(s).

When this form has been completed, please send by email to: dualenroll@westga.edu.

I. Dual Enrollment (DE) Requirements (Reviewed and initialed by Parents/Guardians)

__________ The student’s Individual Graduation Plan has been updated to reflect the plan of study through the DE program.

__________ The eligible DE student must contact the high school counselor for approval before any course/schedule changes can be made during the semester/quarter. All DE courses and the course grade will become part of the student’s high school permanent transcript.

__________ The student and parent/guardian acknowledges that should a participating DE student choose to withdraw from a college course, the high school will make its best attempt to place that student in a corresponding high school course or online credit opportunity to meet course completion and graduation requirements. If no corresponding course or credit recovery opportunity is possible, the local school system shall determine how the course will be recorded as a withdrawal or incomplete on the student’s transcript. (Check with school officials for the local school system policy regarding withdrawal from DE classes.)

__________ DE expectations and responsibilities have been shared by the school counselor and all student and parent/guardian questions/concerns have been discussed.

__________ The parent/guardian acknowledges that the U.S. Department of Education requires that all post-secondary institutions provide training on sexual assault awareness and prevention under the Violence Against Women Act. This mandatory training information will be provided by post-secondary institutions at no cost and could include DE students.

__________ Dual Enrollment students must complete a funding application every semester.  
Public/Private School students must complete the online Dual Enrollment funding application at: 
Home school students will complete a paper form that can be found at:  

I, ____________________________________________, hereby grant permission for the college/university to release information (Student Name – Please Print) of my enrollment and grades, including class schedules and transcripts, to my high school counselor or principal, for the purpose of verifying my high school graduation requirements. This release will remain in effect throughout my enrollment as a DE student.
II. Dual Enrollment Semester of Participation: This document is required each semester.

TERM: ________________________________  YEAR: _____________________________

I have applied or plan to apply as a DE student to the following College/Postsecondary Institution(s):

University of West Georgia

III. High School Courses for Credit Through DE-- Final Schedule Will Be Based On College Availability

Check Below

_____ Part Time DE Student (Combination of DE + High School course(s) to equal full high school schedule)

_____ Full Time DE Student (DE Courses-Minimum of 12+ Hours with at least 4+Postsecondary Courses)

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<th>High School Course Number</th>
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IV. Dual Enrollment Participation Signatures

Student Name Printed__________________________________________________________________________________________  Date________

Student Signature__________________________________________________________________________________________

Student Phone Number_________________________________________  Student Email_____________________________________

Parent/Guardian Name Printed________________________________________________________________________________  Date________

Parent/Guardian Signature____________________________________________________________________________________

Parent Phone Number________________________________________  Parent Email_____________________________________

School Counselor Name Printed________________________________________  Date________________________

School Counselor Signature__________________________________________________________________________________

Phone Number_________________________________________  Email______________________________________________

V. General Information

1. DE classes attended on the college campus follow the college calendar and DE classes attended on the high school campus during their scheduled school day follow the high school calendar.

2. Students participating in DE college courses should do so with the knowledge that the course work may be more rigorous and challenging than high school courses. Students are held to a higher degree of independent responsibility and accountability than in regular high school classes.

3. Students may be responsible for additional costs, such as course or lab fees/supplies, and/or fees charged for late or damaged textbooks.

4. Please send completed form to: dualenroll@westga.edu.

5. For additional information about the Dual Enrollment program at the University of West Georgia, please visit our website at: www.westga.edu/dualenroll