# Family and Student Services Division
## Student Services Department: Dual Enrollment (HB 444 & SB440)

## OVERVIEW

This is a guide for school counselors to utilize for Dual Enrollment processes, including the Accelerated Career Diploma Program. Dual Enrollment regulations are updated frequently by the GSFC and the DOE. In the event that you have **any** questions regarding Dual Enrollment please contact Dr. Chon Hester in Student Services.

## FREQUENTLY ASKED QUESTIONS

**What do I need when I meet with a family interested in Dual Enrollment?**
- ☐ HCS Dual Enrollment webpage
- ☐ HCS DE Checklist
- ☐ Are you ready for Dual Enrollment Assessment?
- ☐ HCS Dual Enrollment FAQ for parents on HCS DE webpage
- ☐ HCS Dual Enrollment PPT

- ☐ Discuss the Accelerated Career Diploma Program option (see Pages 5 & 6 of this document)

**When do I use the Dual Enrollment PowerPoint?**
Use the HCS DE PowerPoint when you are facilitating DE nights and once a student has been admitted to the college. There are instructional videos on the landing page as well. Application procedures

**When a student provides their accepted admissions information, what do I do next?**
- Ensure the parent/guardian and student has completed every element of the HCS DE Checklist
- Walk the family through the application process
- Ensure they receive an electronic copy of the regulations:

**Where do I go to enroll a student in Dual Enrollment?**
There is a new dashboard in GaFutures to enroll students in the program. The new dashboard can be accessed once you have logged into your GAFutures account. Additional information on the dashboard can be found by accessing your GAFUTURES account and accessing the screen below.

| High School Functions | User Info & Messages | Admin Functions | |
|---|---|---|---|
| STARS | Dual Enrollment<br>Application Dashboard | Inbox | Resources |

**If you would like to view more screenshots or resources, click: Screenshots**
**Dual Enrollment funding Program Application Statuses, Reject Reasons & Campus Types**
**Dual Enrollment HSF Single View - Adding Courses**
**Dual Enrollment - Student Profile & Profile in Single View**

**Where do I find the DE Course Directory?**
The ~~new~~ course directory can be located on the following page on the GAFutures website. Only courses on the DE Directory are funded through the DE program.

*Original Distribution Date: May 22, 2020 Updated: November 2020, Updated: December 2023, Updated June 2024, Updated November 2024, Updated June 2025*

**What course code do I use for the DE course?**
- Use the specific high school equivalency course number from the DE Course Directory for the course the student is enrolled to take.
- Alpha-numeric course numbers (those with a letter in them) should only be used in these TWO circumstances:
  - When the course has NO high school equivalent (ex. 27.0A884 MATH 1111 College Algebra).
  - When the course number already appears on the student's high school transcript, use the alpha-numeric course code to avoid a duplicate course number error.

**What do I do if a course is not listed in Infinite Campus?**
Please have your Assistant Principal request the course by completing the following document: 25-26 Courses That Didn't Roll. After the document is completed, the Assistant Prin will email Erin Bundrige who will review the course and provide an approval or denial. If approved, Information Services will add to your courses.

**Where do I find eligible institutions?**
Dual Enrollment Eligibility List

**When is a 10th grade student eligible for Dual Enrollment?**
- A 10th grader can be promoted upon retentions being entered and grade posting finalization for underclassmen. If there are any questions, please consult with Dr. Hester as some students may qualify to enroll in CTAE courses as a 10th grade student. GaDOE guidance: *For summer term, high schools can classify dual enrollment students at the next grade level for dual enrollment eligibility based on successful completion of current grade level. For example: A spring 2024 10th grade student who passes all courses needed for promotion may participate as an 11th grade dual enrollment student in summer 2024 courses.*
- *Rising Sophomores may start DE CTAE classes in summer between 9th and 10th grades.*
- *Please note that 10th grade students are eligible for core DE courses if they attain an SAT score of 1200 or an ACT score of 26.*

**How do I award credit for DE Courses?**
According to the GSFC Regulations, record on the student's high school or Home Study transcript each approved course name, grade, and amount of credit hours and course unit credits earned for each course taken as a Dual Credit Enrollment student as follows:

| One to two **semester** credit hours | .5 course unit |
|---|---|
| Three to five **semester** credit hours | 1 course unit |
| One to three **quarter** credit hours | .5 course unit |
| Four to eight **quarter** credit hours | 1 course unit |

Reference: Dual Enrollment Regulations 24-25

**What if a student withdraws from a class?**
If a student officially or unofficially withdraws or drops out prior to the postsecondary institution's drop/add period, he or she is ineligible to receive Dual Enrollment program funding payment for that school term. A student becomes ineligible to continue receiving Dual Enrollment program funding after his or her second (2nd) course withdrawal from an approved Dual Enrollment course(s), regardless of the total Paid Hours or Funding Cap calculation. A lab component corequisite course, when withdrawn in the same term as the lecture/classroom course, is considered one course withdrawal.

Students who drop out during the drop/add period are subject to the provisions in accordance with Section 1612. Courses that the student dropped, withdrew, failed, or stopped attending for which the student received funding count toward the 30 semester and 45 quarter hours program Funding Cap.
Course Withdrawals and Retaking the Course

*Original Distribution Date: May 22, 2020 Updated: November 2020, Updated: December 2023, Updated June 2024, Updated November 2024, Updated June 2025*

**If a student withdraws from a course, prior to the college's add/drop date, please enter a 'Z' grade on the transcript.**
The Z grade is located under the AP column. Please ensure all fields are left blank that would calculate into the GPA.

**What if a student states they have an extenuating circumstance?**
Counsel the student and parent to determine the nature of the circumstance and contact Dr. Hester for next steps.
Please refer to pages 28-34 of the GSFC Regulations Guide for detailed information. There are new provisions listed.
Course Withdrawals and Retaking the Course

**Can a student retake a DE Course?**
Effective Summer term 2020 (FY2021) and beyond, a student is ineligible to receive Dual Enrollment funding to repeat or retake a course. Please note the extenuating circumstance exception and email Dr. Hester.

**How does Joint Enrollment work?**
Joint enrollment is an arrangement whereby a high school student is enrolled in a postsecondary institution while continuing to pursue his or her high school diploma. Joint enrollment coursework earns postsecondary credit only. The course will not appear on the student's high school transcript or schedule, and no FTE will be earned.

**Can a student self-pay?**
Yes, students can self-pay.
- Students may choose to self-pay for additional credit hours/courses.
- Students who have reached the Dual Enrollment Funding Cap may be eligible for HOPE Grant and HOPE Career Grant Programs for additional funding.
  - Students pursuing a technical diploma or certificate program of study in one of the 17 high-demand industry areas of the HOPE Career Grant may be eligible for HOPE Grant funding.
  - The eligible Postsecondary Institution determines eligibility for HOPE Grant and HOPE Career Grant.
  - The student must meet all eligibility requirements of the HOPE Grant Program, including residency, citizenship, and all academic requirements.
  - Students may be responsible for any charges not covered by the HOPE Grant and Career Grant funding such as fees and books.
  - The course credit hours paid by HOPE Grant funding will be applied to the 63 semester Paid-Hours limit and the Combined Paid-Hours HOPE and Zell Miller Scholarship and Grant Limit.

**How long do I have to keep Dual Enrollment records?**
An eligible High School shall maintain accurate records, books, documents, and other evidence concerning the Dual Enrollment Program, including, but not limited to, individual student files for whichever is longer:
- Three years after the academic year the student participated or Award Year in which the aid was awarded; or
- For such other period as required by an applicable statute, rule, or regulation; or
- Such other time as requested in writing by GSFC.

**DE grades on the college transcript are listed as alpha grades, how do I convert this to numeric grades to transcribe to the high school transcript?**

| Letter Grade | Numerical Equivalent | Letter Grade | Numerical Equivalent | Letter Grade | Numerical Equivalent | Letter Grade | Numerical Equivalent | Letter Grade | Numerical Equivalent |
|---|---|---|---|---|---|---|---|---|---|
| A+ | 98 | B+ | 88 | C+ | 78 | D+ | 73 | F | 55 |
| A | 95 | B | 85 | C | 75 | D | 71 | W, WF, WD | 55 |
| A- | 93 | B- | 83 | C- | 74 | D- | 70 | | |

**Where do I enter the DE grades to be posted to the transcript at the end of the semester?**
*Please see below on where to enter the DE grade for grade posting:*
**Locate the DE Course under Index**



**CLICK ON THE COURSE THE STUDENT WAS ENROLLED:**

**ONCE THE COURSE IS ON THE SCREEN, CLICK ON GRADING BY STUDENT OR GRADING BY TASK AND USE THE DROP DOWN TO LOCATE THE STUDENT:**



**ENTER THE CONVERTED NUMERIC GRADE IN THE COURSE FINAL AVERAGE AND SAVE:**

## 9495.0S2-10 DE American Government/Civic

Teacher: School, DE Clayton State

| Section | Staff History | Roster | Attendance | Grading By Task | **Grading By Student** | Roster Setup |

Save

Edge, Joshua L - #176946

| Task | Percent | Score | Comments |
|------|---------|-------|----------|
| Course Final Average Term T2 | | | |

---

**Where do I enter DE grades after grades have already been posted to the transcript?**
If grades have already been posted, you will need to enter the grades manually on the transcript.

**Where and when do I enter an "I" grade?**
If a student received an "I" from the college, you follow the aforementioned instructions and enter the "I" as the grade. Do not enter anything in the percentage column or anything that would be calculated in the GPA. Press save.

**Are Dual Enrollment courses eligible for Unit Recovery/Grade Repair?**
No, Dual Enrollment courses are not eligible for Unit Recovery.

**Can a Dual Enrollment course be recovered under Credit Recovery?**
Generally no, however, please contact Dr. Hester for questions to verify with the Content Coordinator and/or explore options. Consider this information when scheduling Dual Enrollment courses for seniors during the second semester.

---

**Accelerated Career Diploma Program Information**

**What are the requirements for the Accelerated Career Diploma Program (previously Option B)?**
The Accelerated Career Education (ACE) Grant Program began State Fiscal Year 2025. ACE provides funding to Georgia public high school students (10-12th grades) to enroll in an Associate of Applied Science, a Technical Diploma, a Licensure Program or two (2) Technical Certificates of Credit on the State High Demand Career List at a TCSG Postsecondary Institution. The student must be designated as pursuing an Accelerated Career Diploma (ACD) by their public high school to receive ACE Grant Funding.
**Accelerated Career Diploma Program Requirements**
**Accelerated Career Education (ACE) Grant Program** (new GSFC Regulation)

**How is the Accelerated Career Diploma Program funded?**
Students participating in the Accelerated Career Diploma Program will receive funds from the **ACE Grant**.
- only to be used for TCSG units
- no residency requirement (unlike HOPE grant)
- Budgeted separately from academic dual enrollment
- not capped at 30 hours

*Original Distribution Date: May 22, 2020 Updated: November 2020, Updated: December 2023, Updated June 2024, Updated November 2024, Updated June 2025*

- students may retake classes they failed
- student may have more than two withdrawals
- Hours do not count toward 127 combined CAP for HOPE Scholarship/Grant funds

**Are the ACD Grant funds subtracted from the student's Dual Enrollment Program Funding Cap?**
Yes, Postsecondary credit hours taken while pursuing an Accelerated Career Diploma (ACD), for which Accelerated Career Education (ACE) Grant funds were received by the student are subtracted from the student's Dual Enrollment Program Funding Cap.

**Can ACD students receiving ACE Grant funds receive DE funding and/or HOPE Grant at the same time?**
No, public high school students pursuing an ACD and receiving ACE Grant funds, cannot receive Dual Enrollment funding and/or HOPE Grant during the same term.

**Do I complete the funding application in GAFutures for Accelerated Career Diploma?**
No, students complete the GSFAPP application to access their Accelerated Career Education (ACE) Grant Program funds.

**How do I add the Accelerated Career Diploma Program in Infinite Campus for participating students?**
Step 1: Update their Academic Planner to reflect the Accelerated Career Diploma
Step 2: Update the graduation tab
*If a student is no longer pursuing the Accelerated Career Diploma, please revise the Academic Planner back to General Diploma and remove the Accelerated Career Diploma (Option B) from the Graduation Program.*

**How will the hours be transcribed on the transcript?**

| One to two **semester** credit hours | .5 course unit |
|---|---|
| Three to five **semester** credit hours | 1 course unit |

**SB440 Legislation Link**
**HCS Dual Enrollment Webpage**

**SCHOOL COUNSELING DUAL ENROLLMENT WORKING TEAM**
**DUSTIN ALLEN**
**DR. BROOKE BOYD**
**DR. LATONYA BUNCH**
**DR. KENA BUSH**
**MONIQUE EDWARDS-SANTIAGO**
**KRISTINA KRAEMER**
**KAREN MONTGOMERY**
**ERICA PITTS**
**KEA SCURRY**

**Dual Enrollment Exception Appeal (Student & Family Copy)**
**(Exceptional Circumstances)**

A Dual Enrollment Exceptional Circumstance form is to be used by Henry County Dual Enrollment students who are requesting exceptions to processes during the **current semester**. *Appeals are granted for exceptional circumstances, and approval is not guaranteed.* A maximum of three appeals may be granted during a student's HCS academic career.

**Exceptional Circumstances and Documentation**

Appeals are for exceptional circumstances beyond a student's control and must include the completed form and official documentation with dates. Appeals without the completed form and documentation will be denied. The nature of a student's exceptional circumstances determines the documentation required.

All official documentation submitted must be current, typed on professional letterhead, and pertain to the time period in question. Common exceptional circumstances and examples of documentation include:

- MEDICAL: Submit documentation from a health or mental health professional on official letterhead that includes doctor's signature, phone number, dates of illness, and an explanation of reason for inability to attend classes or meet deadlines.
- HCS or UNIVERSITY SYSTEM MALFUNCTION: Submit screenshot of the error received and letter from high school dual enrollment coordinator that verifies that the error was reported immediately and then submitted to the school counseling office to resolve the malfunction.
- BEREAVEMENT: Submit a copy of obituary or death certificate. Only the following can be considered: the death of a grandparent, parent, child, or sibling. The personal statement should indicate the student's relationship to the deceased.
- RELOCATION: Submit signed letter from proper official or parent detailing notice of involuntary relocation.

**The following are not considered exceptional circumstances:**

- Misunderstanding of deadlines or policies
- Over-commitment
- Difficult course material
- Change in career or major goals
- Non-attendance

*Original Distribution Date: May 22, 2020 Updated: November 2020, Updated: December 2023, Updated June 2024, Updated November 2024, Updated June 2025*

**Processing and Notification**

Appeals are generally processed within seven to ten business days; however, processing times may vary depending on peak registration periods and the nature of the appeal. All decisions made are final. Students, families and school counselors will be notified of all decisions through their e-mail provided.

As part of the appeal review process, Henry County Schools will gather additional information from the following individuals where applicable: the high school counselor, students, parent/guardian and instructors. Additionally, where applicable, the committee will review registration logs to verify dates of attempted registration and admission.

Email the completed appeal form and supporting documentation to Chon Hester at rhester@henry.k12.ga.us

# DE Exception/Extenuating Circumstance Form (Student & Family Copy)

Student Name:_____Student ID #:_____DOB:_____Today's Date: _____

Student Phone #:_____Student E-mail:_____High School:_____Grad Year

_____ Parent Name:_____Parent/Guardian E-Mail:

_____Parent Phone #: _____ High School Counselor:

_____

**I am requesting the following exception for the following reason:** <mark>*Attach document if needed to explain.</mark>

I am requesting that the course(s) be **DROPPED**. Dropped courses will be removed from the academic transcript and will not count toward attempted hours. Dropped courses will appear on the transcript with a "z" grade. Courses can only be dropped within one year. <mark>* See college appeal process. In addition to completing this form, students must complete the college appeal process to drop a course or course grade.</mark>

| Course # (i.e. ENGL 2130) | Course Name (i.e. American Lit) | Semester ❑          Fall ❑          Spring ❑ Summer |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |

❑ I understand that the decision of the Dual Enrollment Exceptions Appeal is final.

❑ I have included appropriate documentation as outlined and have included any additional documentation

   supporting my case.

❑ I have completed all fields on this exception request form.

❑ I have obtained all required signatures below

| Student Signature |  |
|---|---|
| Parent/Guardian Signature |  |
| High School Counselor Signature |  |

Received On_____Reviewed On_____

Decision (Circle One)        **Approve**        or        **Deny**

Name of Approver_____        Signature _____

Reason for Decision:

_____

_____

_____